FDOT TRANSPORTATION SYMPOSIUM

2019

Scope and Staff Hour Overview

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Today's Objectives

- Overview of the Scope/Staff Hour Procedure and Estimation Tools
- SHE Revisions
- Web Based Scope Development
- Scope Development Process
- Identification of Best Practices
- Additional Scoping Topics

Scope Procedure

- Department Procedure 375-030-020
  - Department Forms and Procedures Page
    - http://www.fdot.gov/development/
  - Requires the use of:
    - Standard Scope of Services
    - Staff Hour Estimation Guidelines
    - Staff Hour Estimation Forms
- Last Revision February 15, 2017
- Key item: Staff Hour Task Teams to meet once a year to review the current status of their respective activities and tasks

Scope & Staff Hour Estimation Tools

- Design Standard Scope of Services
  - Standard Template for Scope of Services
  - Developed by teams of FDOT and Consultant Personnel
    - Sub-Teams for each Discipline
  - 38 Sections (Design Activities)
  - Customized with project-specific information

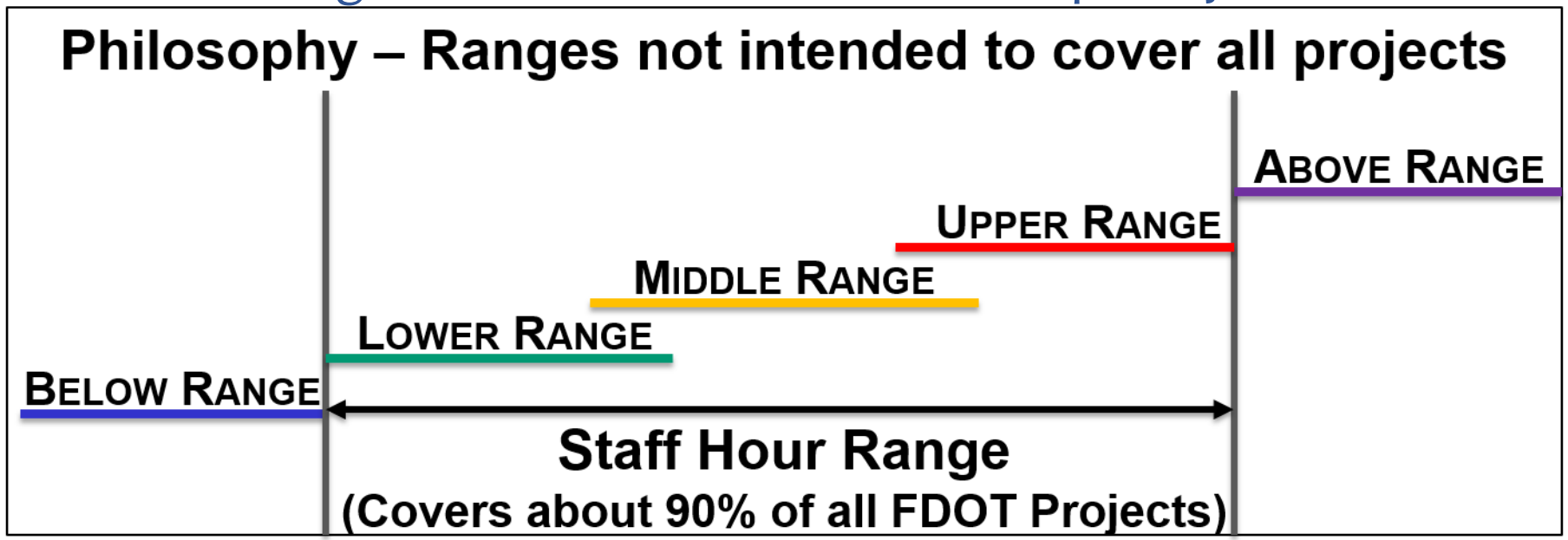
- Design Staff Hour Estimation Guidelines and Forms
  - Developed by teams of FDOT and Consultant Personnel
    - Sub-Teams for each Discipline (Same teams as for Scope)
  - For estimation and negotiation of professional services contracts
  - Tasks match Scope of Services Activities

Scope & Staff Hour Estimation Tools

- Project Management Web Page
  - http://www.fdot.gov/designsupport/Scope/
    - Design Standard Scope of Services
    - Design Standard Scope of Services Macros Tool
      - Web based Scope under development
    - Design Staff Hour Estimation Guidelines
    - Design Staff Hour Estimation Forms
    - Revision Log
    - Link to Risk Analysis Forms
    - PD&E Scope and Staff Hours
      - Scope of Services Development Tool
      - Introduction to Prepare Scope
      - Scope, Guidelines and Forms

Scope & Staff Hour Estimation Tools

- Design Staff Hour Estimation Guidelines and Forms (cont.)
  - Staff Hour Ranges for each task based on complexity



- Staff Hour Estimation Forms to calculate hours

Scope & Staff Hour Estimation Tools

- Design Staff Hour Estimation Guidelines and Forms (cont.)

	A	B	C	D	E
1	**Structures - Summary of Miscellaneous Tasks & Drawings**				
2	**Task No.**	**Task**	**Units**	**Staff Hour Range**	**Basis for Staff Hour Range**
3	9.1	Key Sheet and Index of Drawings	sheet	4 to 16	Prepare index sheet for all submittals. Low Range: single bridge. High Range: multiple bridges.
4	9.2	Project Layout	sheet	8 to 16	Required for multiple bridge projects. Range depends on complexity.
5	9.3	General Notes and Bid Item Notes	sheet	16 to 24	Includes general notes, bid item notes, surface finish details, etc. Range depends on complexity.
6	9.4	Miscellaneous Common Details	sheet	4 to 48	This task is only for use where it is necessary to provide for development of sheets with common details that will be applicable to multiple bridges on the same project.
7	9.5	Incorporate Report of Core Borings	sheet	0.5 to 1	Incorporate Report of Core Borings into project plans. Low Range: multiple bridges. High Range: single bridge.
8	9.6	Existing Bridge Plans	LS	4 to 8	Label & incorporate existing bridge plans. Low range: single bridge, High range: multiple bridges

Scope & Staff Hour Estimation Tools

- Design Staff Hour Estimation Guidelines and Forms (cont.)

Estimator: | Enter project name & description | 999999-1-52-01

Representing	Print Name	Signature / Date
FDOT District X		
XYZ Consulting		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	Design and Production Staffhours				Comments
			No. of Units	Hours per Unit	No. of Sheets	Total	
	General Drawings						
9.1	Key Sheet and Index of Drawings	Sheet	1	4	1	4	
9.2	Project Layout	Sheet	12	1	12	12	
9.3	General Notes and Bid Item Notes	Sheet	2	16	2	32	
9.4	Miscellaneous Common Details	Sheet	2	10	2	20	
9.5	Incorporate Report of Core Borings	Sheet	4	0.5	4	2	
9.6	Existing Bridge Plans	LS	1	6		6	

Scope & Staff Hour Estimation Tools

- Revision Log

Activity	Task	Revision Descriptions		
		Scope of Services	Staff Hour Estimation Forms	Staff Hour Guidelines
File Version Number: v.2018.01 Revision Date: 01/08/2018				
All Applicable Activitiy Tabs	PPM to FDM	Replaced all references to the Plans Preparation Manual with the FDOT Design Manual	Replaced all references to the Plans Preparation Manual with the FDOT Design Manual	Replaced all references to the Plans Preparation Manual with the FDOT Design Manual
All Applicable Activitiy Tabs	Design Standards to Standard Plans	Replaced all references to the Design Standards with the Standard Plans	Replaced all references to the Design Standards with the Standard Plans	Replaced all references to the Design Standards with the Standard Plans
All Applicable Activitiy Tabs	Format updates	- -	Updated font coloring (red) for easier printing	- -
All Applicable Activitiy Tabs	Meeting Comments	- -	Added a comment field to meeting tasks	- -
Fee Sheet - Prime	Format updates	- -	Added cell borders to the sub and final tabulations for easier delineation of the tasks and associatied fees	- -
Fee Sheet - Sub	Format updates	- -	Added cell border gridlines to the sub and final tabulations for easier delineation of the tasks and associatied fees	- -
File Version Number: v.2018.02 Revision Date: 02/07/2018				
	Typical Mid-Range Project	n/a	Revised surface water impacts to less than 1/2 acre	Revised surface water impacts to less than 1/2 acre
	Typical Mid-Range Project	n/a	Added Trails as a typical project	Added Trails as a typical project

Revisions since June 2018- 7/23/18 Update

File Version Number: v.2018.03 Revision Date: 07/23/2018				
3. Project Common and Project General Tasks	Project General Tasks	Revised cost estimate language	n/a	n/a
	3.4 Contract Maintenance and Project Documentation	Revised Title from 'Contract Maintenance and Electronic Document Management System' to Contract Maintenance and Project Documentation	n/a	Revised Title from 'Contract Maintenance and Electronic Document Management System' to Contract Maintenance and Project Documentation
	3.4 Contract Maintenance and Project Documentation	New language added to existing task language	n/a	New language added to existing task language
	3.10 Risk Assessment Workshop	n/a	n/a	Revised language and staff hours
	3.11.1 Aeronautical Evaluation	Task moved from 23.3 and revised language	Task moved from 23.3 and revised language	Task moved from 23.3 and revised language
4. Roadway Analysis	4.15 Design Report	Revised Lauguage	n/a	Revised Lauguage
20. Signing and Marking Plans	20.2 Summary of Pay Items	n/a	n/a	Revised Lauguage
22. Signalization Plans	22.2 Summary of Pay Items	n/a	n/a	Revised Lauguage
23. Lighting Analysis	23.3 Aeronautical Evaluation	Task moved to 3.11.1 and deleted from 23.3. Tasks renumbered	Task moved to 3.11.1 and deleted from 23.3. Tasks renumbered	Task moved to 3.11.1 and deleted from 23.3. Tasks renumbered
24. Lighting Plans	24.2 Summary of Pay Items	n/a	n/a	Revised Lauguage
34. ITS Plans	34.2 Summary of Pay Items	n/a	n/a	Revised Lauguage

Revisions since June 2018- 7/23/18 Update

3.4 Contract Maintenance and ~~Electronic Document Management System (EDMS)~~Project Documentation

Contract maintenance includes project management effort for complete setup and maintenance of files, electronic folders and documents, developing technical monthly progress reports and schedule updates. Project documentation includes the compilation and delivery of final documents, reports or calculations that support the development of the contract plans; includes uploading files to Electronic Document Management System (EDMS) or Project Suite Enterprise Edition (PSEE).

3.11.1 Aeronautical Evaluation

The Consultant shall be responsible for complying with the requirements of Title 14 of the Code of Federal Regulations (CFR) Part 77, if any portion of the project is within ten (10) nautical miles of the nearest point of the nearest runway of each airport/heliport described in 14 CFR Part 77.9(d). When appropriate the Consultant shall be responsible for determining whether it is necessary to file a notice of construction or alteration, related to the project structures, with the Federal Aviation Administration (FAA), including the utilize of the FAA Notice Criteria Tool. The results of inquiries to the Notice Criteria Tool and copies of any required filings of FAA Form 7460-1 shall be provide to the Department. All filings of 7460-1 shall be done electronically at the FAA website.

When appropriate the Consultant shall obtain Determinations (aeronautical studies) from the FAA regarding the effect of project structures on the navigable airspace and provide copies to the Department. The Department shall be immediately notified of any Notice of Presumed Hazard which may require modifications to the project plans. The Consultant shall be responsible for designating who will be responsible for compliance with the "conditions" and deadlines of the Determinations.

4.15 Design Report

The CONSULTANT shall prepare all applicable report(s) as listed in the Project Description section of this scope. Reports are to be delivered as a signed and sealed pdf file.

~~The CONSULTANT shall submit to the DEPARTMENT design notes, data, and calculations to document the design conclusions reached during the development of the contract plans.~~

~~The design notes, data, and computations shall be recorded on size 8½"x11" sheets, fully titled, numbered, dated, indexed and signed by the designer and the checker. Computer output forms and other oversized sheets shall be folded to 8½"x11" size. The data shall be in a hardback folder for submittal to the DEPARTMENT.~~

Revisions since June 2018- 12/27/18 Update

File Version Number: v.2018.04 Revision Date: 12/27/2018				
All Applicable Activitiy Tabs	TCP/MOT to TTCP	Replaced all references to the TCP or MOT with TTCP	Replaced all references to the TCP or MOT with TTCP	Replaced all references to the TCP or MOT with TTCP
2. Project Description	2.1	Language revision to TTCP	n/a	n/a
4. Roadway Analysis	4.5 Horizontal/Vertical Master Design Files	Removed review of Utility Work Schedule	n/a	Removed review of Utility Work Schedule
	4.10 Temporary Traffic Control Plan (TTCP) Analysis	Revised Title and revised language	n/a	Revised, Title, Lauguage and Staff Hours
	4.11 Master TTCP Files	Revised Title and revised language	n/a	Revised, Title, Lauguage and Staff Hours
	4.14 Design Variations and Exceptions	n/a	n/a	Revised Lauguage and Staff Hours
5. Roadway Plans	5.19 Temporary Traffic Control Plan Sheets	n/a	n/a	Revised staff hours
	5.20 Temporary Traffic Control Cross Section Sheets	n/a	n/a	Revised Language
7. Utilities	7.9 Utility Design Meeting	n/a	n/a	Revised reference from 4.8 to 4.9
	7.12 Utility Constructability Review	Added review of Task 4.5 in addition to Task 4.9	n/a	n/a
29. Mapping	Tasks 29.1 - 29.32	n/a	n/a	Reduce the minimum hours to 1 hour
34. ITS	Task 34.2	n/a	n/a	Removed Trns*port Reference
	Task 34.9	Language was inadvertantly missing from Scope Documents	n/a	n/a
36. 3D Modeling	General	Updated Footer	n/a	n/a

Revisions since June 2018- 12/27/18 Update

4.10 Temporary Traffic Control Plan (TTCP) Analysis

The CONSULTANT shall design a safe and effective ~~Traffic Control Plan~~TTCP to move vehicular and pedestrian traffic during all phases of construction. The design shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, and detour quantity tabulations, roadway pavement, drainage structures, ditches, front slopes, back slopes, drop offs within clear zone, transit stops, and traffic monitoring sites. Special consideration shall be given to the construction of the drainage system when developing the construction phases. Positive drainage must be maintained at all times. The design shall include construction phasing of roadways to accommodate the construction or relocation of utilities when the contract includes Joint Project Agreements (JPAs).

The CONSULTANT shall investigate the need for temporary traffic signals, temporary highway lighting, ~~alternate detour roads~~detours, diversions, lane shifts, and the use of materials such as sheet piling in the analysis. The Traffic Control Plan shall be prepared by a certified designer who has completed training as required by the DEPARTMENT. Before proceeding with the ~~Traffic Control Plan~~TTCP, the CONSULTANT shall meet with the appropriate DEPARTMENT personnel. The purpose of this meeting is to provide information to the CONSULTANT that will better coordinate the Preliminary and Final ~~Traffic Control Plan~~TTCP efforts.

4.11 Master ~~TCP~~TTCP Design Files

The CONSULTANT shall develop master ~~Traffic Control Plan (TCP)~~TTCP files ~~(for Level II and Level III only)~~ showing each phase of the ~~Traffic Control Plan~~TTCP. This includes all work necessary for designing lane configurations, diversions, lane shifts, signing and pavement markings, temporary traffic control devices, and temporary pedestrian ways.

Revisions since June 2018- 12/27/18 Update

4.5 Horizontal/Vertical Master Design Files

The CONSULTANT shall design the geometrics using the Standard Plans that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian and bicycle concerns, ADA requirements, Safe Mobility For Life Program, access management, PD&E documents and scope of work. The CONSULTANT shall also develop utility conflict information to be provided to project Utility Coordinator in the format requested by the DEPARTMENT~~, and shall review Utility Work Schedules~~.

7.12 Utility Constructability Review

The CONSULTANT shall review utility schedules against construction contract time, and phasing for compatibility. Coordinate with and obtain written concurrence from the construction office. ~~See~~See Task 4.5 (Horizontal/Vertical Master Design File) and Task 4.9 (Cross Section Design Files) for utility conflict identification and adjustments.

Revisions Since June 2018- Upcoming

Activity	Task	Revision Descriptions		
		Scope of Services	Staff Hour Estimation Forms	Staff Hour Guidelines
2. Project Description	2.4 Environmental Permits, Compliances, and Environment Clearances	Revised name to 'Envrionmental Permits and Environmental Clearances'	Revised name to 'Envrionmental Permits and Environmental Clearances'	Revised name to 'Envrionmental Permits and Environmental Clearances'
	2.9 Landscape Architecture	Revised name to 'Landscape'	Revised name to 'Landscape'	Revised name to 'Landscape'
3. Project Common and Project General Tasks	3.4 Contract Maintenance and Project Documentation	n/a	n/a	Clarification of the final document preparation
4. Roadway Analysis	Selective Clearing and Grubbing Guidelines	n/a	n/a	Tree relocation ranges updated
		n/a	n/a	Revised the ranges of the Tree/Palm Relocation category in the analysis portion
		n/a	n/a	Revised names in the middle and upper ranges of the Roadway Element category in the analysis portion
		n/a	n/a	Added "Adjacent Property Screening Concerns" to analysis portion
	4.12 Selective Clearing and Grubbing	Note added that stand alone projects will utilize Activities 25 and 26	n/a	n/a
	4.12a	n/a	n/a	Added note
	4.12b	Revised Lauguage	n/a	Revised language and updated the ranges
	4.12c	Revised Language	n/a	Revised language
	4.13 Tree Disposition Plan	Revised Language	n/a	Updated hour ranges
5. Roadway Plans	5.23 Selective Clearing and Grubbing Sheet(s)	n/a	n/a	New language
	5.24 Tree Dispostion Plan Sheets	n/a	n/a	New language
	5.24.1 Tree Dispostion Plan Sheet(s)	New Language	n/a	n/a
	5.25 Project Network Control Sheet(s)	Revised name to 'Project Control Sheets'	Revised name to 'Project Control Sheets'	Revised name to 'Project Control Sheets'

Revisions Since June 2018- Upcoming

Activity	Task	Revision Descriptions		
		Scope of Services	Staff Hour Estimation Forms	Staff Hour Guidelines
6a. Drainage Analysis	6a.6 Design of Stormwater Management Facility (Offsite or Infield Pond)	n/a	n/a	Updated language under "General"
	6a.7 Design of Stormwater Management Facility (Roadside Treatment Swales and Linear Ponds)	n/a	n/a	Updated language under "General"
	6a.8 Design of Floodplain Compensation	n/a	n/a	Updated language under "General"
	6a.9 Design of Storm Drains	n/a	n/a	Updated language under "General"
	6a.10 Optional Culvert Material	n/a	n/a	The basis of guidelines for the low and high ranges were switched out
	6a.11.a Existing French Drain Systems	n/a	n/a	Updated language under "General"
	6a.21	Added new task 'Noise Barrier Evaluation'; renumbered remaining tasks	Added new task 'Noise Barrier Evaluation'; renumbered remaining tasks	Added new task 'Noise Barrier Evaluation'; renumbered remaining tasks
	6a.22 Field Reviews	n/a	n/a	Updated language
6b. Drainage Plans	6b.3 Summary of Drainage Structures	n/a	n/a	Updated range
	6b.9 Retention/Detention Ponds Detail Sheet(s)	n/a	n/a	Updated range

Revisions Since June 2018- Upcoming

Activity	Task	Revision Descriptions		
		Scope of Services	Staff Hour Estimation Forms	Staff Hour Guidelines
8. Permitting	Environmental Permit and Environmental Clearances Guidelines	Updated Title and Permitting Agencies List	Updated Title	Updated Title and Permitting Agencies List
	Title	Revised Activity Title by Dropping 'Compliance' from the title	Revised Activity Title by Dropping 'Compliance' from the title	Revised Activity Title by Dropping 'Compliance' from the title
	8.1 Preliminary Project Research	Added 'report' to Cultural Assessment Survey Report	n/a	n/a
	8.2 Field Work	Revised Language	n/a	n/a
	8.7 Prepare WMD or LWCD Right of Way Occupancy Permit Application	New Language	Revised Task Name	Revised Task Name
	8.9 Prepare Tree Permit Information	Task Deleted	Task Deleted	Task Deleted
	8.9 Prepare USACE Section 408 Application to Alter a Civil Works Project	New Task	New Task	New Task
	8.13 Technical Support to the DEPARTMENT for Environmental Clearances and Re-evaluations (use when CONSULTANT provides technical support only)	Changed from 'significant' to 'major' design changes	n/a	n/a
	8.13.2 Archaeological and Historical Resources	Revised name by changing 'Features' to 'Resources'	Revised name by changing 'Features' to 'Resources'	Revised name by changing 'Features' to 'Resources'
	8.14 Preparation of Environmental Clearances and Re-evaluations (use when CONSULTANT prepares all documents associated with a re-evaluation)	Changed from 'significant' to 'major' design changes	n/a	n/a
	8.14.2 Archaeological and Historical Resources	Revised name by changing 'Features' to 'Resources'	Revised name by changing 'Features' to 'Resources'	Revised name by changing 'Features' to 'Resources'
		Added 'report' to Cultural Assessment Survey Report	n/a	n/a
	8.14.3 Wetland Impact Analysis	Added 'Evaluation to Natural Resources Evaluation Report	n/a	n/a
	8.14.4 Essential Fish Habitat Impact Analysis	Added 'Evaluation to Natural Resources Evaluation Report	n/a	n/a
	8.14.5 Protected Species and Habitat Impact Analysis	Added 'Evaluation to Natural Resources Evaluation Report	n/a	n/a

Revisions Since June 2018- Upcoming

Activity	Task	Revision Descriptions		
		Scope of Services	Staff Hour Estimation Forms	Staff Hour Guidelines
16. Structures-Movable Spans	16.55 Pedestrian Rail and Support Details	n/a	n/a	Updated language
21. Signalization Analysis	21.5 Reference and Master Signalization Design File	n/a	n/a	Updated language
25. L andscape Analysis	Landscape Guidelines	n/a	n/a	Revised names of numbers 1 , 6, 8, and 10 in the lower, middle, and upper ranges of individual tasks
		n/a	n/a	Updated names of the lower, middle, and upper categories under ***Complexity of Landscape Design*** in the analysis portion
		n/a	n/a	Updated names of the lower, middle, and upper categories under ***Outdoor Advertising*** in the analysis portion
		n/a	n/a	Updated names of the lower, middle, and upper categories under ***Irrigation System*** in the analysis portion
		n/a	n/a	Updated names of the lower, middle, and upper categories under ***Base Files*** *(New name that replaces "Other Considerations")* in the analysis portion
	Title	Revised name from Landscape Architecture Analysis to Landscape Analysis	Revised name from Landscape Architecture Analysis to Landscape Analysis	Revised name from Landscape Architecture Analysis to Landscape Analysis
	25.2 Site Inventory and Analysis for Proposed Landscape	Revised Language. Roll plots may be required.	New tasks added under 25.2	Major rewrite efforts to tasks, ranges, and language.
	25.3 Planting Design	Split Planting into Conceptual and Final Tasks	New tasks added under 25.3	Major rewrite efforts to tasks, ranges, and language.
	25.4 Irrigation Design	Split Irrigation into Conceptual and Final Tasks	New tasks added under 25.4	Major rewrite efforts to tasks, ranges, and language.
	25.5 Hardscape Design	Split Hardscape into Conceptual and Final Tasks	New tasks added under 25.5	Major rewrite efforts to tasks, ranges, and language.
	25.6 Plan Summary Boxes	Task Deleted	Task Deleted	Task Deleted
	25.6 Roll Plots	New Task	New Task	New Task
	25.8 Technical Special Provisions and Modified Special Provisions	New Language	n/a	n/a
	25.9 Inspection Services	New Task and subsequent tasks renumbered	New Task and subsequent tasks renumbered	New Task and subsequent tasks renumbered
	25.10 Other Landscape Services	Renamed from Other Landscape Architecture Services to Other Landscape Services	Renamed from Other Landscape Architecture Services to Other Landscape Services	Renamed from Other Landscape Architecture Services to Other Landscape Services

Revisions Since June 2018- Upcoming

Activity	Task	Revision Descriptions		
		Scope of Services	Staff Hour Estimation Forms	Staff Hour Guidelines
26. Landscape Plans	Title	Revised name from Landscape Architecture Plans to Landscape Plans	Revised name from Landscape Architecture Plans to Landscape Plans	Revised name from Landscape Architecture Plans to Landscape Plans
	26.4 ' Tree and Vegetation Protection and Relocation Plans and Tree Disposition Plans'	Revised Title to ' Tree and Vegetation Protection and Relocation Plans and Tree Disposition Plans'	Revised Title to ' Tree and Vegetation Protection and Relocation Plans and Tree Disposition Plans'	Revised Title to ' Tree and Vegetation Protection and Relocation Plans and Tree Disposition Plans'and updated language
	26.11 Hardscape Plans	n/a	n/a	Updated language
	26.13 Maintenance Plan	n/a	n/a	Updated language
	26.14 Cost Estimate	Deleted Task and subsequent tasks renumbered	Deleted Task and subsequent tasks renumbered	Deleted Task and subsequent tasks renumbered
27. Survey	27.28 Vegetation Survey	New Task	New Task	New Task
	27.29 Tree Survey	New Task and subsequent tasks renumbered	New Task and subsequent tasks renumbered	New Task and subsequent tasks renumbered
29. Mapping	29.20 Project Network Control Sheet	Renamed Task to Project Control Sheet	Renamed Task to Project Control Sheet	Renamed Task to Project Control Sheet
36. 3D Modeling	3D Modeling Guidelines	n/a	n/a	Updated language
	36. 3D Modeling	Updated language	n/a	n/a
	36.1 3D Design Model Phase I	Renamed Task to Phase I 3D Design Model and updated language	Renamed Task to Phase I 3D Design Model	Updated name, language, and ranges
	36.2 3D Design Model Phase II	Renamed Task to Phase II 3D Design Model and updated language	Renamed Task to Phase II 3D Design Model	Updated name and language
	36.3 3D Design Model Phase III	Renamed Task to Phase III 3D Design Model and updated language	Renamed Task to Phase III 3D Design Model	Updated name and language
	36.4 3D Design Model Phase IV	Renamed Task to Final 3D Design Model and updated language	Renamed Task to Final 3D Design Model	Updated name and language
	36.6 Template and Assembly Development	Updated language	n/a	Updated language

Revisions Since June 2018- Upcoming

STAFF-HOUR RANGE FOR SELECTIVE CLEARING AND GRUBBING ANALYSIS

PROJECT SCOPE	LOWER	MIDDLE	UPPER	RATING	COMMENTS
Complexity of ROW	No screening or buffering impacts ① ② ③	Minor screening or buffering impacts ④ ⑤ ⑥	Significant screening or buffering impacts, Commitments/Stakeholders involved ⑦ ⑧ ⑨		
Roadway Type	Existing Roadway ① ② ③	Roadway Widening ④ ⑤ ⑥	New Roadway Alignment ⑦ ⑧ ⑨		
Roadway Elements	Minor Intersections ① ② ③	Standard intersections and Interchanges ④ ⑤ ⑥	Complex intersections and Multiple-Level Interchanges ⑦ ⑧ ⑨		
Utility Coordination	Minimum ① ② ③	Moderate ④ ⑤ ⑥	Extensive ⑦ ⑧ ⑨		
Size of Site (Entire project limits)	Small (Under 5 acre) ① ② ③	Medium (5-25 acres) ④ ⑤ ⑥	Large (over 25 acres) ⑦ ⑧ ⑨		
Number of Species to Eradicate/Preserve	1-3 Plant Species ① ② ③	4-6 Plant Species ④ ⑤ ⑥	7+ Plant Species ⑦ ⑧ ⑨		
Number of Methods of Eradication/Removal/Preservation	1 Method ① ② ③	2 Methods ④ ⑤ ⑥	3+ Methods ⑦ ⑧ ⑨		
Sensitive Sites (Wetlands, Submerged, Dune, Sensitive Vegetation, Environmental Permits Requried)	No sensitive sites present ① ② ③	Part of the project site is sensitive ④ ⑤ ⑥	A large majority of the project site is sensitive ⑦ ⑧ ⑨		
Tree/Palm Relocation	~~0-3~~ < 10 Trees Relocated ① ② ③	~~4-~~10 - 20 Trees Relocated ④ ⑤ ⑥	>20 ~~10+~~ Relocated ⑦ ⑧ ⑨		
Other Considerations (Explain)	① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨		
Adjacent Property Screening Concerns	None ① ② ③	Limited ④ ⑤ ⑥	Extensive ⑦ ⑧ ⑨		
			Total Points	0	

FDOT TRANSPORTATION SYMPOSIUM

Revisions Since June 2018- Upcoming

9	6a.21	Noise Barrier Evaluation	LS	16 to 80	Evaluate the capacity of drainage openings in noise barriers and locate them to ensure offsite flows are accommodated.	Less than 30% of project length includes noise barriers. Minimal area adjacent to R/W discharging toward noise barrier locations; standard wall openings sufficient for conveyance.	30-67% of project length includes noise barriers. Moderate area discharging toward noise barrier piping or moderate grading at back of wall location required.	Greater than 67% of project length includes noise barriers. Sheet flow or larger channelization at back of wall location requiring analysis of upstream stage effects. Task may include designing drainage systems for openings that cannot accommodate the offsite flows. The additional drainage systems will be designed to ensure offsite stages are not increased.

Revisions Since June 2018- Upcoming

PROJECT SCOPE	LOWER	MIDDLE	UPPER	RATING	COMMENTS
Complexity of Landscape Design	~~Trees Only~~ Minimum Qtys ① ② ③	~~Trees and Shrubs~~ Moderate Qtys ④ ⑤ ⑥	~~Specialized Planting~~ Large Qtys ⑦ ⑧ ⑨		
Roadway Type	Existing Roadway ① ② ③	Roadway Widening ④ ⑤ ⑥	New Roadway Alignment ⑦ ⑧ ⑨		
Roadway Elements	Minor Intersections ① ② ③	Standard Interchanges ④ ⑤ ⑥	Multiple-Level Interchanges ⑦ ⑧ ⑨		
Roadway Location	Rural ① ② ③	Suburban ④ ⑤ ⑥	Urban ⑦ ⑧ ⑨		
Utility Coordination	Minimum (Rural) ① ② ③	Moderate (Suburban) ④ ⑤ ⑥	Extensive (Urban) ⑦ ⑧ ⑨		
Outdoor Advertising	1-3 ~~Permittees~~ Sign Faces ① ② ③	4-6 ~~Permittees~~ Sign Faces ④ ⑤ ⑥	7+ ~~Permittees~~ Sign Faces ⑦ ⑧ ⑨		
Stakeholder Participation	1-3 Stakeholder Meetings ① ② ③	4-6 Stakeholder Meetings ④ ⑤ ⑥	Public Workshops ⑦ ⑧ ⑨		
Irrigation System	~~1-2 controllers,~~ Simple System, potable supply Existing water/power source ① ② ③	~~3-4 controllers,~~ Moderate complexity, wells, multiple mainlines, proposed water/power source ④ ⑤ ⑥	~~5+ controllers/Central Control~~ Complex System, Multiple water/power source and system types ⑦ ⑧ ⑨		
Hardscape Development	Simple surfaces, catalog items ① ② ③	Moderate patterns, special elements ④ ⑤ ⑥	Custom vertical elements, walls, structures ⑦ ⑧ ⑨		
~~Other Considerations (Explain)~~ Base Files	Complete and current CADD files available ① ② ③	Partial CADD files available ④ ⑤ ⑥	No Usable CADD Files ⑦ ⑧ ⑨		
			Total Points	**0**	

STAFF-HOUR RANGES
Lower Range - Total Points <30
Middle Range - Total Points 30-50
Upper Range - Total Points >50

Revisions Since June 2018- Upcoming

25.2	Site Inventory and Analysis			
25.2a	Selective Clearing and Grubbing Site Inventory	LS	See Basis for Staff Hour Range	Conduct site inventory and analysis of existing vegetation to be removed, protected or relocated. Refer to the Selective Clearing and Grubbing Guidelines to determine range. 12-40 hours per project. Do not use if Activities 4 and 5 are used.
25.2b	~~Site~~ Inventory and Analysis	LS	See Basis for Staff Hour Range	Includes identification of opportunities and constraints for the proposed project based on existing site conditions. Summary of analysis, if required, is included in conceptual design. This task does not include field reviews. Field reviews should be identified in task 25.12. LS. 8-56 hours per mile.
25.2c	Vegetation Disposition Plan			
25.2c1	Mainline Vegetation Disposition	Per mainline mile	8-12 hours	Includes preparation of the design plan outlining the requirements for the removal, relocation, and protection of remaining trees located within the project boundaries. Will utilize the information collected under task 4.12 Selective Clearing and Grubbing and 4.13 Tree Disposition. If standalone project, utilize Activity 27 Survey. Refer to the Selective Clearing and Grubbing Guidelines to determine range. ~~8-12 hours per mile, 2-24 hours per interchange.~~
25.2c2	Interchange Vegetation Disposition	Per interchange	2-24 hours	Includes preparation of the design plan outlining the requirements for the removal, relocation, and protection of remaining trees located within the project boundaries. Will utilize the information collected under task 4.12 Selective Clearing and Grubbing and 4.13 Tree Disposition. If standalone project, utilize Activity 27 Survey. Refer to the Selective Clearing and Grubbing Guidelines to determine range. ~~8-12 hours per mile, 2-24 hours per interchange.~~

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25.3	Planting Design			
25.3a	Conceptual Planting Design			
25.3a1	Report Preparation	LS	12-48 hrs	Conceptual design - May include a Landscape Opportunity Plan, an Illustrative/Conceptual Master Plan & preliminary costs. Typically not done in master design file. Includes delineation of all proposed planting types and areas and reports. Phase 1 design level. ~~LS. 16-64 hours per mainline mile. Add-on: Report preparation add 12-48 hours. Interchanges/Intersections/Rest Areas (includes ramps, gore to gore, and cross streets to limits of L/A fencing) add 8-40 hours per each. Toll plazas add 8-40 hours per each.~~
25.3a2	Mainline	Per mainline mile	16-64 hrs	Conceptual design -Typically not done in master design file. Includes delineation of all proposed planting types and areas and reports. Phase 1 design level. 16-64 hours per mainline mile. ~~Add-on: Report preparation add 12-48 hours. Interchanges/Intersections/Rest Areas (includes ramps, gore to gore, and cross streets to limits of L/A fencing) add 8-40 hours per each. Toll plazas add 8-40 hours per each.~~
25.3a3	Interchanges, Intersections, and Rest Areas	EA	8-40 hrs	Conceptual design - Typically not done in master design file. Includes delineation of all proposed planting types and areas and reports. Phase 1 design level. ~~LS. 16-64 hours per mainline mile. Add-on: Report preparation add 12-48 hours.~~ Interchanges/Intersections/Rest Areas (includes ramps, gore to gore, and cross streets to limits of L/A fencing) add 8-40 hours per each. ~~Toll plazas add 8-40 hours per each.~~ Includes ramps, gore to gore, and cross street to limits of L/A fencing.
25.3a4	Toll Plazas	EA	8-40 hrs	Conceptual design - Typically not done in master design file. Includes delineation of all proposed planting types and areas and reports. Phase 1 design level. ~~16-64 hours per mainline mile. Add-on: Report preparation add 12-48 hours. Interchanges/Intersections/Rest Areas (includes ramps, gore to gore, and cross streets to limits of L/A fencing) add 8-40 hours per each.~~ Toll plazas add 8-40 hours per each.

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25.3b	Final Planting Design			
25.3b1	Master Design File Creation	LS	16-64 hrs	~~Includes all work in master design files. Planting design includes the species/type, size, location, spacing, and quality of all plants. Assume master design file is provided by another discipline. LS- 24-144 hours per mainline mile. Add-on:~~ This task is only for Stand Alone Landscape Design Projects. Create master design file~~, if for stand alone design~~,which may include but not be limited to the following: acquiring CADD files from outside sources if no survey is performed as part of the stand alone proejct; may include converting drawing files from Microstation to AutoCAD or vice versa; and creating base CADD files from a variety of sources; and acquiring additional information (lighting, utilities, ITS, signage/pavement markings, drainage, maintenance, etc.)~~; add 16-64 hours. Interchanges/Intersections/Rest Areas (includes ramps, gore to gore, and cross streets to limits of L/A fencing) add 24-140 hours per each. Toll plazas add 16--120 hours per each.~~
25.3b2	Mainline	Per mainline mile	24-144 hrs	Includes all work in master design files. Planting design includes the species/type, size, location, spacing, and quality of all plants. Assume master design file is provided by another discipline. ~~LS- 24-144 hours per mainline mile. Add-on: Create master design file, if for stand alone design,which may include but not be limited to the following: acquiring CADD files from outside sources if no survey is performed as part of the stand alone proejct; may include converting drawing files from Microstation to AutoCAD or vice versa; and creating base CADD files from a variety of sources; and acquiring additional information (lighting, utilities, ITS, signage/pavement markings, drainage, maintenance, etc.); add 16-64 hours. Interchanges/Intersections/Rest Areas (includes ramps, gore to gore, and cross streets to limits of L/A fencing) add 24-140 hours per each. Toll plazas add 16--120 hours per each.~~
25.3b3	Interchanges, Intersections, and Rest Areas	EA	24-140 hrs	Includes all work in master design files. Planting design includes the species/type, size, location, spacing, and quality of all plants. Assume master design file is provided by another discipline. Includes ramps, gore to gore, and cross street to limits of L/A fencing. ~~LS- 24-144 hours per mainline mile. Add-on: Create master design file, if for stand alone design,which may include but not be limited to the following: acquiring CADD files from outside sources if no survey is performed as part of the stand alone proejct; may include converting drawing files from Microstation to AutoCAD or vice versa; and creating base CADD files from a variety of sources; and acquiring additional information (lighting, utilities, ITS, signage/pavement markings, drainage, maintenance, etc.); add 16-64 hours. Interchanges/Intersections/Rest Areas (includes ramps, gore to gore, and cross streets to limits of L/A fencing) add 24-140 hours per each. Toll plazas add 16--120 hours per each.~~
25.3b4	Toll Plazas	EA	16-120 hrs	Includes all work in master design files. Planting design includes the species/type, size, location, spacing, and quality of all plants. Assume master design file is provided by another discipline. ~~LS- 24-144 hours per mainline mile. Add-on: Create master design file, if for stand alone design,which may include but not be limited to the following: acquiring CADD files from outside sources if no survey is performed as part of the stand alone proejct; may include converting drawing files from Microstation to AutoCAD or vice versa; and creating base CADD files from a variety of sources; and acquiring additional information (lighting, utilities, ITS, signage/pavement markings, drainage, maintenance, etc.); add 16-64 hours. Interchanges/Intersections/Rest Areas (includes ramps, gore to gore, and cross streets to limits of L/A fencing) add 24-140 hours per each. Toll plazas add 16--120 hours per each.~~

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25.4	Irrigation Design			
25.4a	Conceptual Irrigation Design			
25.4a1	Feasibility Report	LS	16-40 hrs	Conceptual design - scheme development & preliminary costs. Typically not done in master design file. Includes determination of water & power sources. Phase 1 design level. Includes analysis of methods, materials and operation costs associated with irrigation system design. ~~LS- 24-56 hours per mainline mile. Interchanges/Intersections add 4-12 hours per each. Toll plazas add 4-12 hours per each.~~
25.4a2	Mainline	Per mainline mile	24-56 hrs	Conceptual design - scheme development & preliminary costs. Typically not done in master design file. Includes determination of water & power sources. Phase 1 design level.~~LS- 24-56 hours per mainline mile. Interchanges/Intersections add 4-12 hours per each. Toll plazas add 4-12 hours per each.~~
25.4a3	Interchanges, Intersections, and Rest Areas	EA	4-12 hrs	Conceptual design - scheme development & preliminary costs. Typically not done in master design file. Includes determination of water & power sources. Phase 1 design level. Includes ramps, gore to gore, and cross street to limits of L/A fencing ~~LS- 24-56 hours per mainline mile. Interchanges/Intersections add 4-12 hours per each. Toll plazas add 4-12 hours per each.~~
25.4a4	Toll Plazas	EA	4-12 hrs	Conceptual design - scheme development & preliminary costs. Typically not done in master design file. Includes determination of water & power sources. Phase 1 design level.~~LS- 24-56 hours per mainline mile. Interchanges/Intersections add 4-12 hours per each. Toll plazas add 4-12 hours per each.~~
25.4b	Final Irrigation Design			
25.4b1	Mainline	Per mainline mile	24-56 hrs	includes all work in master design files. Irrigation design includes, but is not limited to, meter installation, tapping of main, ~~locations and sizes of~~ locating and and sizing pumps, pump stations, mainlines, lateral lines, irrigation heads, valves, backflow and control devices. ~~LS- 40 -120 hours per mainline mile. Add-ons: Interchanges/Intersections add 32-64 hours per each; Toll plazas 24-120 hours per each.~~
25.4b2	Interchanges, Intersections, and Rest Areas	EA	4-12 hrs	includes all work in master design files. Irrigation design includes, but is not limited to, meter installation, tapping of main, ~~locations and sizes of~~ locating and and sizing pumps, pump stations, mainlines, lateral lines, irrigation heads, valves, backflow and control devices. ~~LS- 40 -120 hours per mainline mile. Add-ons: Interchanges/Intersections add 32-64 hours per each; Toll plazas 24-120 hours per each.~~
25.4b3	Toll Plazas	EA	4 to 12	includes all work in master design files. Irrigation design includes, but is not limited to, meter installation, tapping of main, ~~locations and sizes of~~ locating and and sizing pumps, pump stations, mainlines, lateral lines, irrigation heads, valves, backflow and control devices. ~~LS- 40 -120 hours per mainline mile. Add-ons: Interchanges/Intersections add 32-64 hours per each; Toll plazas 24-120 hours per each.~~
25.5	Hardscape Design			

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25.5	Hardscape Design			
25.5a	Conceptual Hardscape Design	Per mainline mile	12 to 60	Conceptual design - scheme development & preliminary costs. Typically not done in master design file. Delineation of areas and elements to be included in design. Select cut sheets, prepare image boards. Includes report, if required. ~~LS - 12-60 hours per mainline mile; Add-on: Feasibility Report preparation add 16-40 hours.~~
25.5b	Final Hardscape Design	Per mainline mile	80 to 200	Final design: includes all work in master design files. Hardscape Design includes, but is not limited to landscape accent lighting, sidewalks, plazas, steps, fountains, walls, pedestrian bridges, non-regulatory signs or project graphics, site furnishings, and specialty surfacing; concrete pavers, stamped concrete and stamped asphalt. ~~LS - 80-200 hours per mainline mile;~~ Create master design file, if for stand alone design, add 16-40 hours.
~~25.6~~	~~Plan Summary Boxes~~	~~LS~~	~~See Basis for Staff Hour Range~~	~~Includes all work required to determine quantities for placement in the Plan Summary Boxes, all efforts required to develop the Plan Summary Boxes and the supporting documentation. Includes computation of quantities necessary for cost estimates. Projects to be let as Lump Sum 20-50 hours. Projects to be let as Traditional Pay Item Projects 40-100 hours. (LS - per project)~~
25.6	Roll Plots	EA	8-40 hrs	Roll plots required prior to final plans production. Includes landscape opportunity, disposition, site inventory and analysis, etc.. Roll plots will be utilized in the preparation of the final plan sheets.
			See Basis for	

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25.9	Inspection Services	LS	See Basis for Staff Hour Range	4-80 hours per project. Services may include: on-site inspection, construction observation, monitoring, supervision, establishment inspection, and any reporting requirements to be negotiated on an individual basis.
25.10	Other Landscape Services	LS	See Basis for Staff Hour Range	Includes all efforts for a landscape task not covered by an existing defined task. This may include preparation of agreements with local agencies. Required work will be defined in the scope and negotiated on a case-by-case basis.
25.11	Outdoor Advertising	EA	See Basis for Staff Hour Range	Includes all work required to determine locations of all outdoor advertising (ODA) permitted within the roadway project limits. Includes all work required to determine the proposed view zones and the supporting documentation including ODA Summary Box. Coordination/Meetings/Negotiations with ODA permittees. (~~LS - 8-40 hours per sign permittee~~ 2-16 hours per sign face)

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26.13	Maintenance Plan	Sheet	4 to 16	Written or graphic guide for the design intent including mature form and size. ~~in performance based language describing~~ Describe the agency's responsibilities for the care and maintenance of the landscape improvements following the establishment ~~warranty~~ period. May include cost estimate, quantities, and materials. ~~The maintenance plan will address the full care and maintenance of all elements of the improvements, which could include plantings, irrigation, and or hardscape, by providing general and specific requirements and recommendations carried out by the agency to insure a clean, safe, and environmentally sound landscape.~~
~~26.14~~	~~Cost Estimate~~	~~LS~~	~~8 to 12~~	~~Prepare pay items, quantities and cost estimates in accordance with the FDOT Design Manual.~~

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27.28	Vegetation Survey	LS	Crew: See Basis for Staff Hour Range	Locate of the horizontal boundary of an area occupied by a species or category of species. 6 to 20 points per hour.
27.29	Tree Survey	LS	Crew: See Basis for Staff Hour Range	Locate individual trees or palms within the project limits, The CONSULTANT shall coordinate with the surveyor to identify the individual horizontal location of trees within an identified boundary meeting the specified requirements of size and species. Size may include trunk diameter at the specified height above grade (usually at breast height- DBH) and the perimeter of its drip line or horizontal extent of its branch/limb structure. Located trees should be labeled by common name and trunk diameter. 4-20 trees per hour.
27.30	Miscellaneous Surveys		Crew / Field / Office: See Basis for Staff Hour Range	Limiting Amount. Unit of measure and ranges: refer to tasks of this document as applicable.

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The staff hour ranges presented in this section represent the work effort that might be expected for individual tasks related to modeling a typical roadway project. It is understood that range classification of modeling effort may differ from those used on typical roadway tasks as described in the Roadway Guidelines section of this document. Modeling ranges are based on the number of typical sections (templates) applied on a corridor (Alignment) and the number of variations of edge conditions (i.e. tie-down conditions outside of the curb and gutter or shoulder edge) Each alignment is considered a corridor and may be categorized at different ranges of complexity. ~~Lower Range corridors consist of a single typical section with up to two (2) edge conditions. Middle Range corridors may have up to two (2) typical sections with two (2) edge conditions per typical. Upper Range corridors consist of more than two (2) typical sections and may include more than two (2) edge conditions per typical.~~ Areas outside of ts have been obtained.e, one set to construction and maintenance if required. Include the design schedule. Not all projects will have all contacts as described above. PDF packages are acceptable for all distributions, hard copies and CADD files should be made available if requested by the UAO or District Office. cross road returns and minimal tapers to match existing pavement;

Upper Range Projects: 300-380 hours up to first mile and 200-320 hours per additional mile including ramp mileage (total length of all ramp work - count each ramp individually), cross road returns and minimal tapers to match existing pavement;

Add-ons:

Lower End of Range Corridors
Any corridor identified with a context classification of C1-Natural or C2-Rural. Consist of a single typical section with up to two end conditions.
Middle of Range Corridors
Any corridor identified with a context classification of C2T-Rural Town, 3CR-Suburban Residential, C3C- Suburban Commercial, T3 Suburban Zone, or C4-Urban General) Consist of a two typical sections with up to two end conditions per typical.
Upper End of Range Corridors
Any corridor identified with a context classification of C5-Urban Center or C6-Urban Core. Consist of two or more typical section with more than two end conditions each typical.

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36.1	Phase I 3D Design Model (~~3015 %~~)	Alignment / Corridor Mile	See Basis for Staff Hour Range	~~3015%~~ Phase I complete model to include existing features (pavement, shoulders, sidewalk, curb/gutter, utilities-if required per scope, drainage - if required per scope) and proposed corridor(s). Each road alignment to be modeled is considered a "corridor" and should be categorized independently. The effort of each should then be quantified per the category and range of hours shown below and should capture all effort to model roadway pavement, curb and gutter, sidewalks, shoulders up to two (2) tie-down conditions such as cut/fill slope, retaining wall, MSE wall or Gravity wall. Since drainage is not normally determined at ~~30%~~ Phase I open drainage swales would not be included in the effort to model a ~~30%~~ Phase I complete corridor. ~~30%~~ Phase I does not include~~d~~ proposed utility modeling or areas of detail modeling such as crossovers, intersection grading, driveways, roundabouts, or side road connections. ~~30%~~ Phase I interactive model shall be submitted to the Department for review. **Lower range projects** (Any corridor identified with a context classification of C1-Natural or C2-Rural) : ~~8—12~~ 10-14 hours per mile per alignment/corridor **Middle range projects** (Any corridor identified with a context classification of C2T-Rural Town, C3R-Suburban Residential, C3C-Suburban Commercial, T3 Suburban Zone, or C4-Urban General) : ~~10—20~~ 12-22 hours per mile **Upper range projects** (Any corridor identified with a context classification of C5-Urban Center or C6-Urban Core) : ~~18—35~~ 20-37 hours per mile **Interstate and Limited Access Facilities Context Classificaiton:** Interstate ranges and limited accesss facilities will also reflect context classification of the corridor. **Existing Features Modeling:** Context Classifications C1-C3C: 25-40 hours, C4-C6: 32-60 hours

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36.2	Phase II 3D Design Model ~~(60%)~~	Each and Alignment / Corridor Mile	See Basis for Staff Hour Range	Modification of ~~30%~~ the Phase I model to include the addition of proposed drainage, proposed utilities, ponds, floodplain compensation sites, retaining walls, barrier walls, guardrail terminals, cross overs, gore areas, side street connections, roundabouts, driveways and curb ramps. Items not revised within the template and applied to a corridor are to be quantified as EACH using the ranges detailed below. Proposed utilities are to be added per mile of each utility being designed. Use standard plans elements for feature-based breakdown. Ranges per each: **Pond / Floodplain Comp. sites** : lower range 1 - 4 hours each, middle range 4-8 hours each, upper range 8-12 hours each **Roundabouts (single-lane)**: ~~16-40 60-80 (20-60)~~ 20-48 hours each **Roundabouts (multi-lane)**: ~~24-80 100-120 (28-100)~~ 28-88 hours each **Driveways**: 1-8 hours each (high end for commercial-style driveway) **Curb ramps (optional)**: 1 - 3 hours each (New construction = 1 hour ea. / RRR safety modifications = 3 hours ea.) **Intersection Grading:** 16-48 hours each **Side Road Connections**: 4 - 8 hours each **Closed drainage network (optional)**: 1 - 4 hours per node (manhole or inlet) **Bridge Abutment (optional):** 1-40 hrs each (high end for complex bridge abutment) **Bridge modeling:** 1-80 hrs each ~~**Overhead sign post/structures with foundation**~~ **Span Sign Structure (i.e. Guide Signs, Toll Gantry, DMS) (optional)**: 0.5 - 3 hours per span sign structure

36.6	Template and Assembly Development	LS	See Basis for Staff Hour Range	10% of 36.1 & 36.2– Includes all work associated with ~~special template/assembly~~ Project specific template/assembly modifications development effort of the 3D model (Optional Services)

Revisions Since June 2018- Upcoming

4.12 Selective Clearing and Grubbing

Note: Utilize Activities 25 and 26 for Standalone Landscape Projects.

a. Selective Clearing and Grubbing of Existing Vegetation Field Assessment

5.24 Tree Disposition Plan Sheet(s)

5.24.1 Tree Disposition Plan Sheet(s)

Vegetation Relocation Plan Sheets will be signed and sealed drawings showing the location and vertical/horizontal landscape design of the vegetation to be relocated. The Vegetation Disposition Plans will be produced at the scale of the roadway drawings or at a scale that best depicts the information. Interchange and details will be shown at no larger than a 1" =50' scale.

Revisions Since June 2018- Upcoming

6a.21 Noise Barrier Evaluation

Evaluate the capacity of drainage openings in noise barriers and locate them to ensure flows are accommodated.

8.2 Field Work

8.2.1 Pond Site Alternatives:
The CONSULTANT shall review alternative pond sites as directed by the DEPARTMENT and information shall be included in the Pond Siting Report.

8.2.2 Establish Wetland Jurisdictional Lines and Assessments:

The CONSULTANT shall be responsible for, but not limited to, the following activities:

- Determine landward extent of wetlands and other surface waters as ~~defined~~ detailed in Rule Chapter 62-340, F.A.C., as ratified in Section 373.4211, F.S.; United States Army Corps of Engineers (USACE) Wetland Delineation Manual (Technical Report Y-87-1); Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (ERD/EL TR-10-20).
- Collect all data and information necessary to determine the jurisdictional boundaries of wetlands and other surface waters as defined by the rules or regulations of each permitting agency processing a DEPARTMENT permit application for the project.
- Set seasonal ~~high-water~~high-water levels in adjacent wetlands with biological indicators

Revisions Since June 2018- Upcoming

8.7 Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application

The CONSULTANT shall be responsible for the preparation of the ROW Occupancy permit application in accordance with the regulatory agency requirements. The CONSULTANT shall be responsible for acquiring the ROW Occupancy permit.

8.9 Prepare USACE Section 408 Application to Alter a Civil Works Project

The CONSULTANT shall be responsible for the preparation of the Section 408 (33 USC 408) application and obtaining Section 408 permission.~~**Prepare Tree Permit Information**~~

25.9 Inspection Services

Services may include: on-site inspection, construction, observation, monitoring, supervision, and any reporting requirements.

Revisions Since June 2018- Upcoming

27.28 Vegetation Survey

Locate vegetation within the project limits.

27.29 Tree Survey

Locate individual trees or palms within the project limits.

36 3D MODELING

The CONSULTANT shall add detail to the corridor and design model for 3D design. Includes many elements that contribute to this including but not limited to slope transitions, typical section transitions, changes in pavement depth, berms, swales/ditches, and other feature transitions. Extra corridor structure leads to extra assemblies, extra targeting, etc. ~~Dynamic relationships must be maintained. Frequency must be increase to achieve a useable model.~~

The CONSULTANT shall create an accurate roadway design model which includes modeling the intersections.

The CONSULTANT shall ~~provide sufficient detail in the 3D model to account for driveways, Guardrail Terminal Locations, etc. and other graded areas where surface triangles are delivered as break lines.~~submit ~~DGN~~.dgn files associated with the 3D Model and their respective components.

Activities Currently Under Review

- ITS
  - Full Review
  - Incorporation of ICE Requirement
- Review of Staff Hour Guidelines
- Combined PDE/Design Scope- 1:30 pm session today

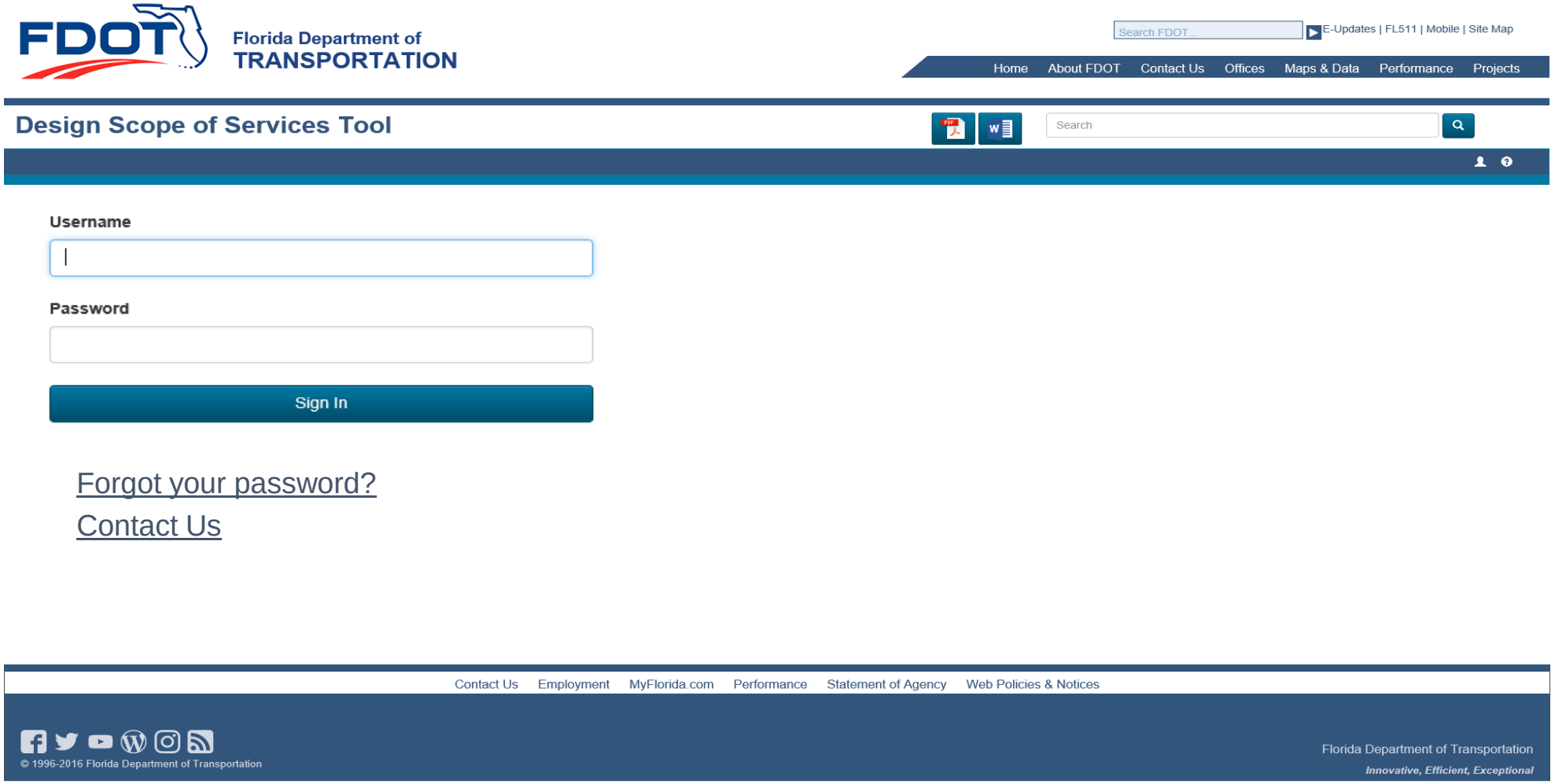
New Activity - Web Based Scope Development

- Utilization of the existing PD&E Scope Application
  - End goal- One location for PD&E, Design, and Combined Scope Applications
- Statewide Task Team of District PMs
- Review of Current Scope Language
- Working with Programmers to create flow of the application
- Allow for identification of scope elements through an upfront task identification process

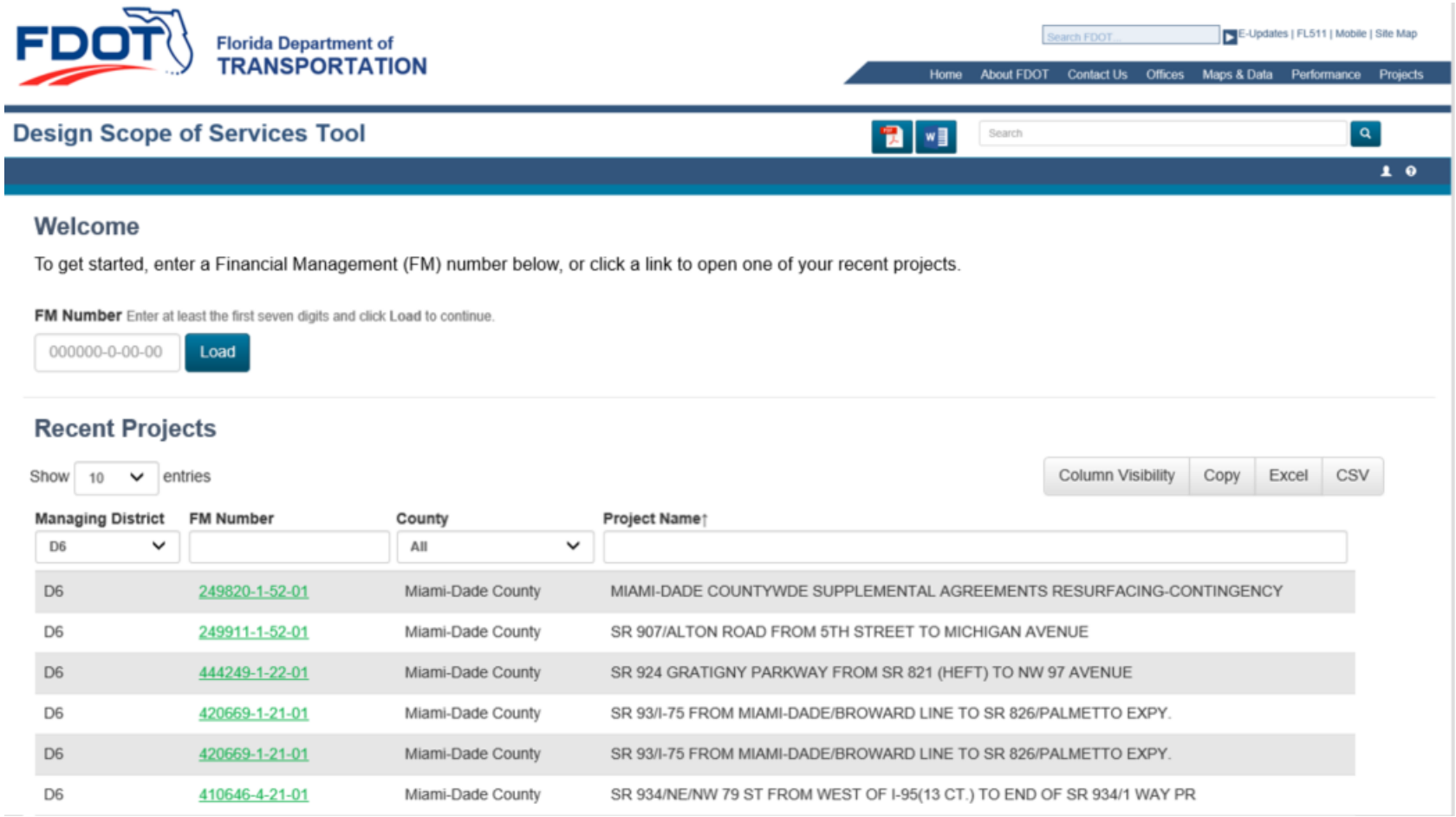
New Activity - Web Based Scope Development Timeline

- Programming Document Development- Ongoing
- In House Beta Testing: PSO Staff
  October 2019
- Task Team Beta Testing
  January 2020
- Full release
  Fiscal Year 2020-21

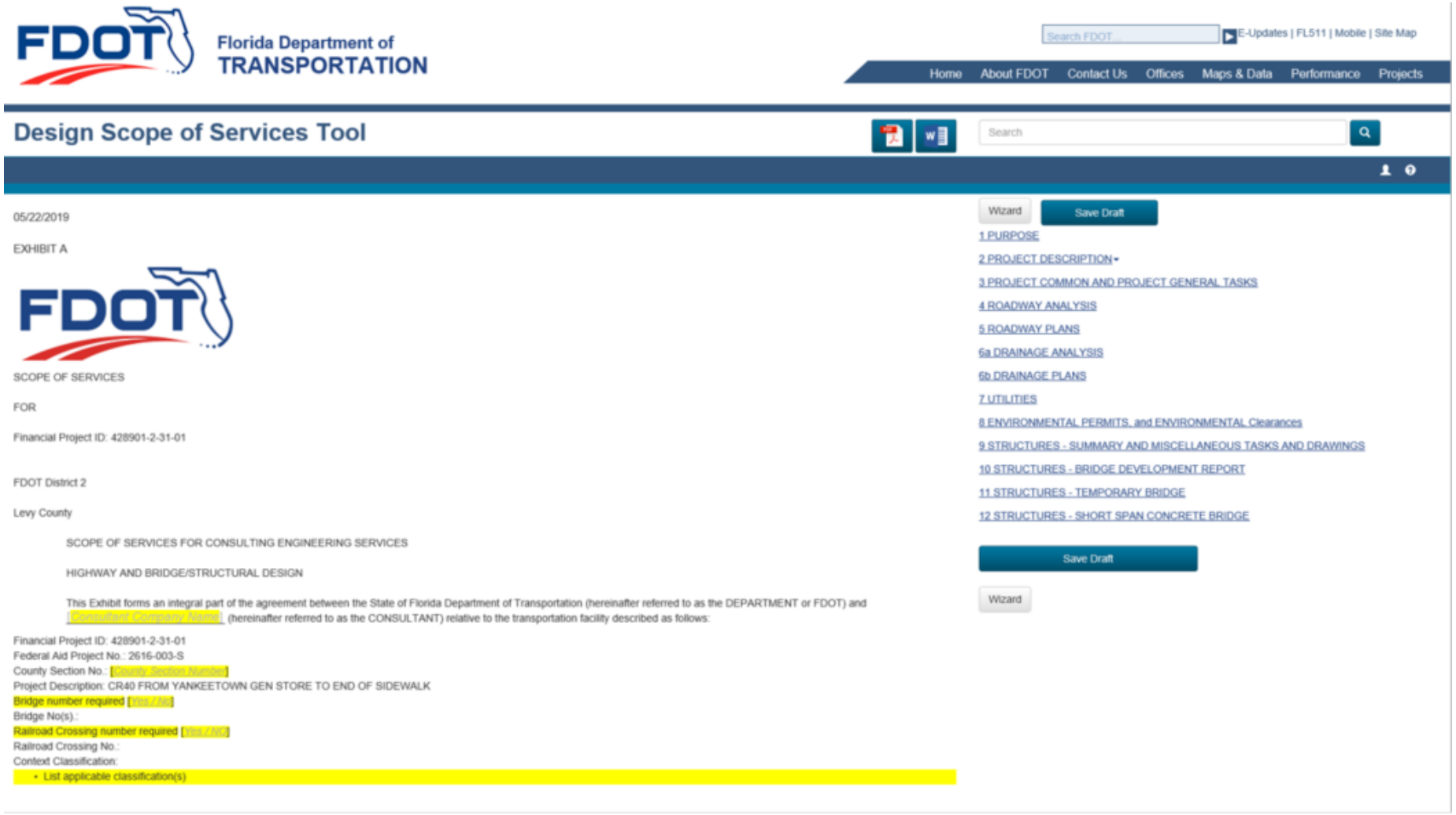
New Activity - Web Based Scope Development



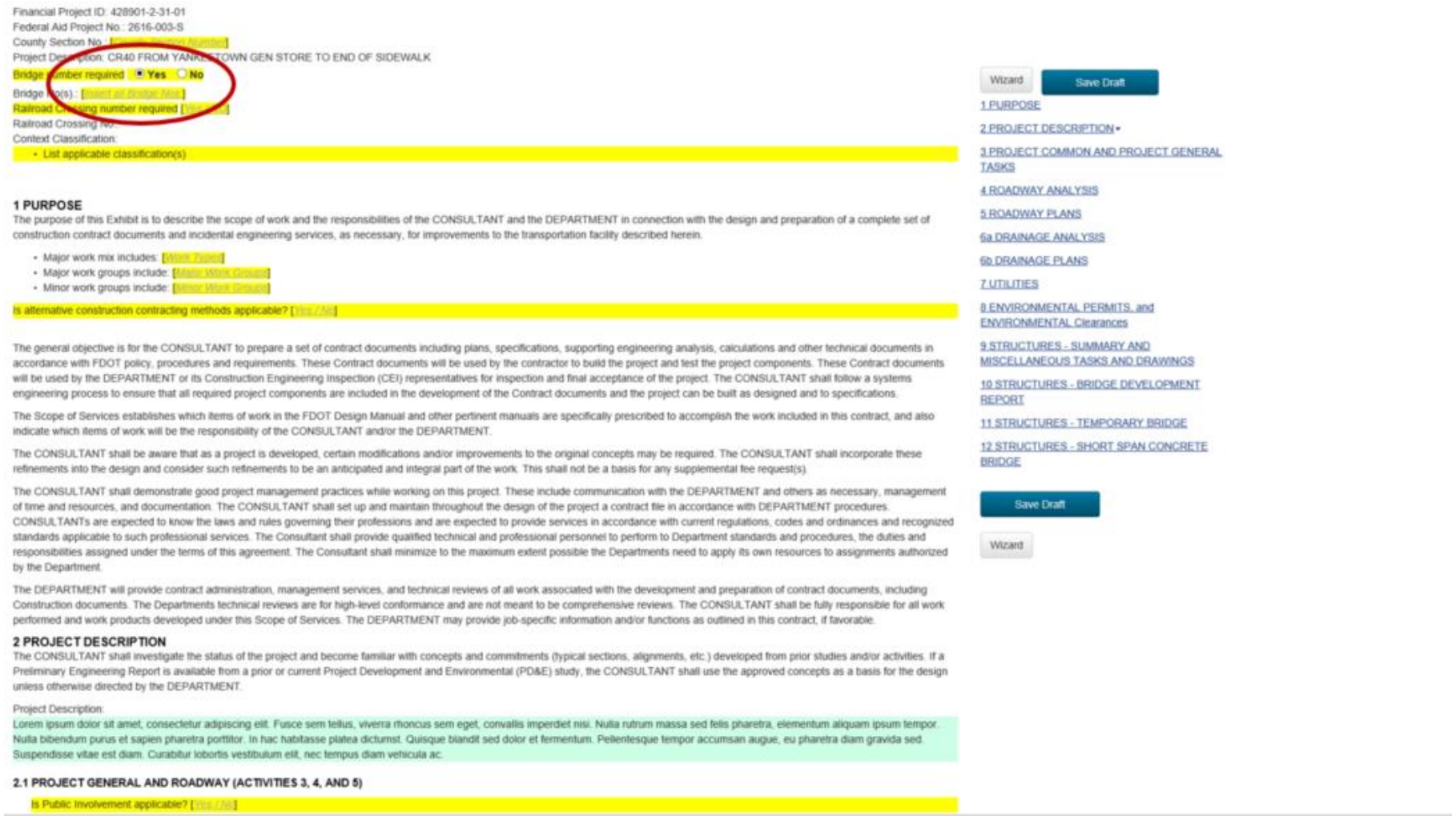
New Activity - Web Based Scope Development



New Activity - Web Based Scope Development



New Activity - Web Based Scope Development



Financial Project ID: 428901-2-31-01
Federal Aid Project No.: 2616-003-S
County Section No.: [Insert County Road Number]
Project Description: CR40 FROM YANKEETOWN GEN STORE TO END OF SIDEWALK
Bridge number required: (•) Yes ( ) No
Bridge No(s).: [Insert all Bridge Nos.]
Railroad Crossing number required [Yes / No]
Railroad Crossing No:
Context Classification:

- List applicable classification(s)

1 PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT in connection with the design and preparation of a complete set of construction contract documents and incidental engineering services, as necessary, for improvements to the transportation facility described herein.

- Major work mix includes: [Work Types]
- Major work groups include: [Major Work Groups]
- Minor work groups include: [Minor Work Groups]

Is alternative construction contracting methods applicable? [Yes / No]

The general objective is for the CONSULTANT to prepare a set of contract documents including plans, specifications, supporting engineering analysis, calculations and other technical documents in accordance with FDOT policy, procedures and requirements. These Contract documents will be used by the contractor to build the project and test the project components. These Contract documents will be used by the DEPARTMENT or its Construction Engineering Inspection (CEI) representatives for inspection and final acceptance of the project. The CONSULTANT shall follow a systems engineering process to ensure that all required project components are included in the development of the Contract documents and the project can be built as designed and to specifications.

The Scope of Services establishes which items of work in the FDOT Design Manual and other pertinent manuals are specifically prescribed to accomplish the work included in this contract, and also indicate which items of work will be the responsibility of the CONSULTANT and/or the DEPARTMENT.

The CONSULTANT shall be aware that as a project is developed, certain modifications and/or improvements to the original concepts may be required. The CONSULTANT shall incorporate these refinements into the design and consider such refinements to be an anticipated and integral part of the work. This shall not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the DEPARTMENT and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the design of the project a contract file in accordance with DEPARTMENT procedures. CONSULTANTs are expected to know the laws and rules governing their professions and are expected to provide services in accordance with current regulations, codes and ordinances and recognized standards applicable to such professional services. The Consultant shall provide qualified technical and professional personnel to perform to Department standards and procedures, the duties and responsibilities assigned under the terms of this agreement. The Consultant shall minimize to the maximum extent possible the Departments need to apply its own resources to assignments authorized by the Department.

The DEPARTMENT will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of contract documents, including Construction documents. The Departments technical reviews are for high-level conformance and are not meant to be comprehensive reviews. The CONSULTANT shall be fully responsible for all work performed and work products developed under this Scope of Services. The DEPARTMENT may provide job-specific information and/or functions as outlined in this contract, if favorable.

2 PROJECT DESCRIPTION

The CONSULTANT shall investigate the status of the project and become familiar with concepts and commitments (typical sections, alignments, etc.) developed from prior studies and/or activities. If a Preliminary Engineering Report is available from a prior or current Project Development and Environmental (PD&E) study, the CONSULTANT shall use the approved concepts as a basis for the design unless otherwise directed by the DEPARTMENT.

Project Description:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce sem tellus, viverra rhoncus sem eget, convallis imperdiet nisi. Nulla rutrum massa sed felis pharetra, elementum aliquam ipsum tempor. Nulla bibendum purus et sapien pharetra porttitor. In hac habitasse platea dictumst. Quisque blandit sed dolor et fermentum. Pellentesque tempor accumsan augue, eu pharetra diam gravida sed. Suspendisse vitae est diam. Curabitur lobortis vestibulum elit, nec tempus diam vehicula ac.

2.1 PROJECT GENERAL AND ROADWAY (ACTIVITIES 3, 4, AND 5)

Is Public Involvement applicable? [Yes / No]

Wizard | Save Draft

1 PURPOSE
2 PROJECT DESCRIPTION
3 PROJECT COMMON AND PROJECT GENERAL TASKS
4 ROADWAY ANALYSIS
5 ROADWAY PLANS
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11 STRUCTURES - TEMPORARY BRIDGE
12 STRUCTURES - SHORT SPAN CONCRETE BRIDGE

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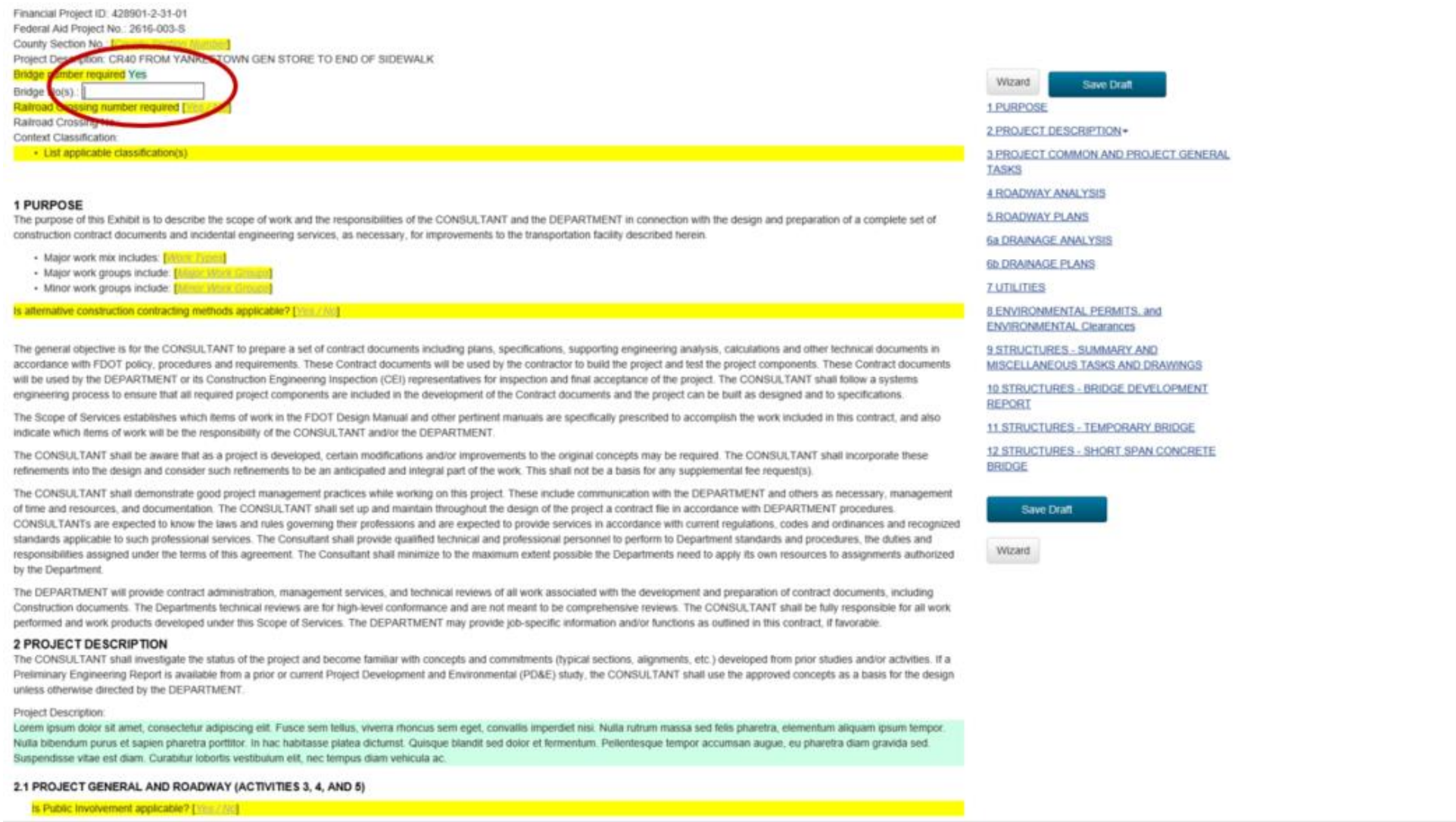
FDOT TRANSPORTATION SYMPOSIUM

New Activity - Web Based Scope Development



Financial Project ID: 428901-2-31-01
Federal Aid Project No.: 2616-003-S
County Section No.: [County Section Number]
Project Description: CR40 FROM YANKEETOWN GEN STORE TO END OF SIDEWALK
Bridge number required Yes
Bridge No(s).:
Railroad Crossing number required [Yes / No]
Railroad Crossing No.:
Context Classification:

- List applicable classification(s)

1 PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT in connection with the design and preparation of a complete set of construction contract documents and incidental engineering services, as necessary, for improvements to the transportation facility described herein.

- Major work mix includes: [Work Types]
- Major work groups include: [Major Work Groups]
- Minor work groups include: [Minor Work Groups]

Is alternative construction contracting methods applicable? [Yes / No]

The general objective is for the CONSULTANT to prepare a set of contract documents including plans, specifications, supporting engineering analysis, calculations and other technical documents in accordance with FDOT policy, procedures and requirements. These Contract documents will be used by the contractor to build the project and test the project components. These Contract documents will be used by the DEPARTMENT or its Construction Engineering Inspection (CEI) representatives for inspection and final acceptance of the project. The CONSULTANT shall follow a systems engineering process to ensure that all required project components are included in the development of the Contract documents and the project can be built as designed and to specifications.

The Scope of Services establishes which items of work in the FDOT Design Manual and other pertinent manuals are specifically prescribed to accomplish the work included in this contract, and also indicate which items of work will be the responsibility of the CONSULTANT and/or the DEPARTMENT.

The CONSULTANT shall be aware that as a project is developed, certain modifications and/or improvements to the original concepts may be required. The CONSULTANT shall incorporate these refinements into the design and consider such refinements to be an anticipated and integral part of the work. This shall not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the DEPARTMENT and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the design of the project a contract file in accordance with DEPARTMENT procedures. CONSULTANTs are expected to know the laws and rules governing their professions and are expected to provide services in accordance with current regulations, codes and ordinances and recognized standards applicable to such professional services. The Consultant shall provide qualified technical and professional personnel to perform to Department standards and procedures, the duties and responsibilities assigned under the terms of this agreement. The Consultant shall minimize to the maximum extent possible the Departments need to apply its own resources to assignments authorized by the Department.

The DEPARTMENT will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of contract documents, including Construction documents. The Departments technical reviews are for high-level conformance and are not meant to be comprehensive reviews. The CONSULTANT shall be fully responsible for all work performed and work products developed under this Scope of Services. The DEPARTMENT may provide job-specific information and/or functions as outlined in this contract, if favorable.

2 PROJECT DESCRIPTION

The CONSULTANT shall investigate the status of the project and become familiar with concepts and commitments (typical sections, alignments, etc.) developed from prior studies and/or activities. If a Preliminary Engineering Report is available from a prior or current Project Development and Environmental (PD&E) study, the CONSULTANT shall use the approved concepts as a basis for the design unless otherwise directed by the DEPARTMENT.

Project Description:
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2.1 PROJECT GENERAL AND ROADWAY (ACTIVITIES 3, 4, AND 5)

Is Public Involvement applicable? [Yes / No]

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1 PURPOSE
2 PROJECT DESCRIPTION
3 PROJECT COMMON AND PROJECT GENERAL TASKS
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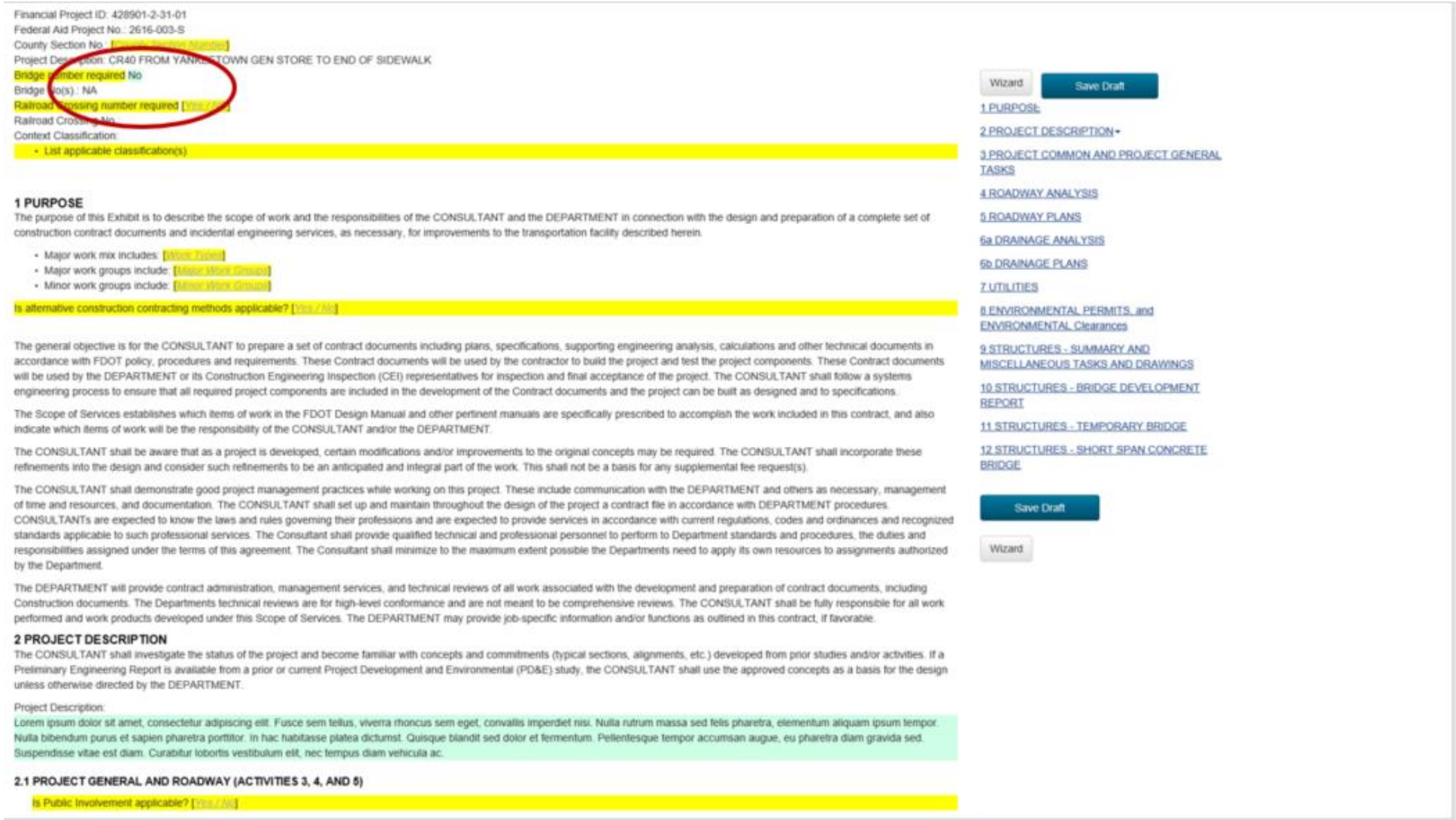
FDOT TRANSPORTATION SYMPOSIUM

New Activity - Web Based Scope Development



Financial Project ID: 428901-2-31-01
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Bridge number required No
Bridge No(s).: NA
Railroad Crossing number required [Yes / No]
Railroad Crossing No.:
Context Classification:
- List applicable classification(s)

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Project Description:
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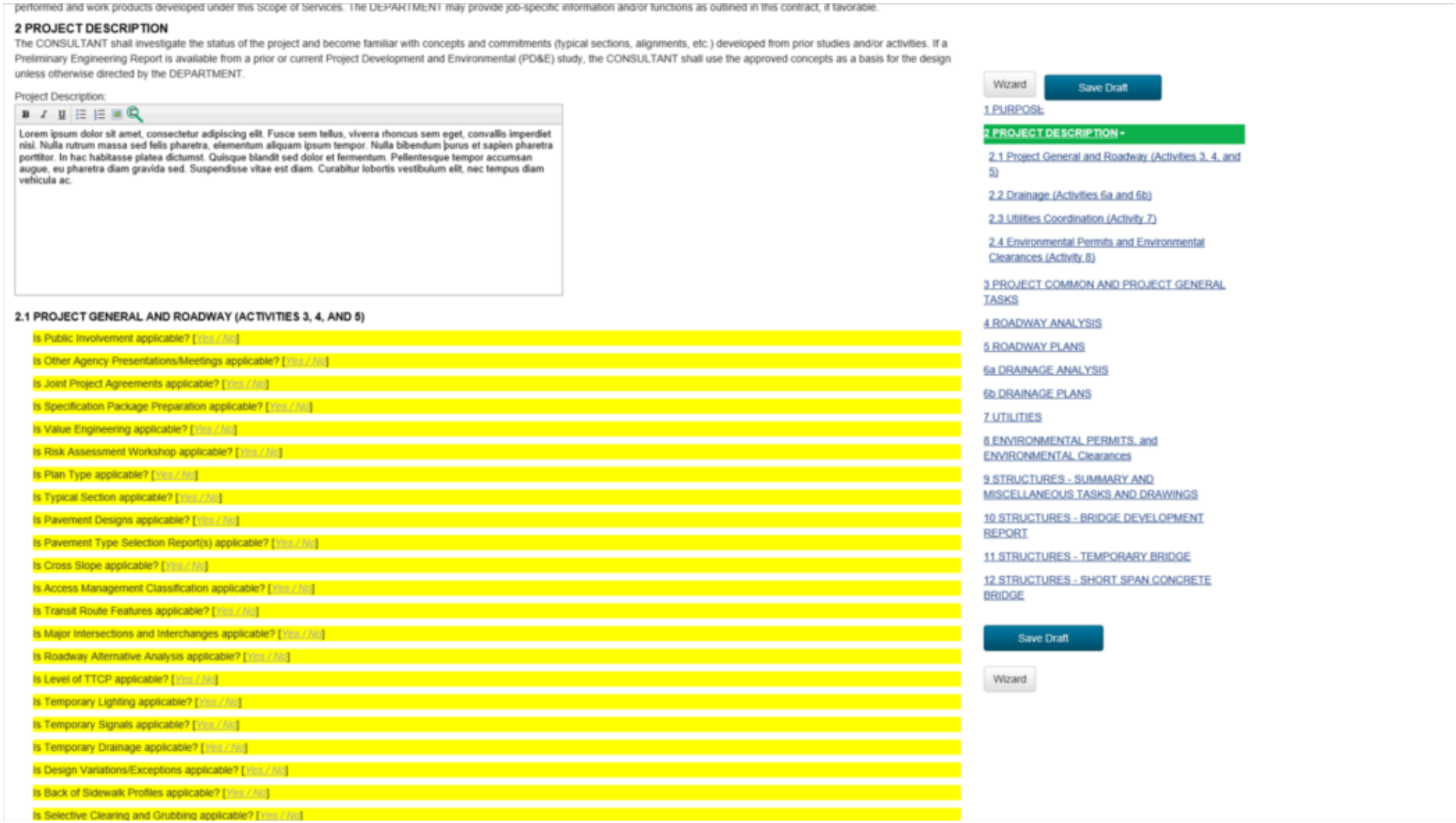
2.1 PROJECT GENERAL AND ROADWAY (ACTIVITIES 3, 4, AND 5)

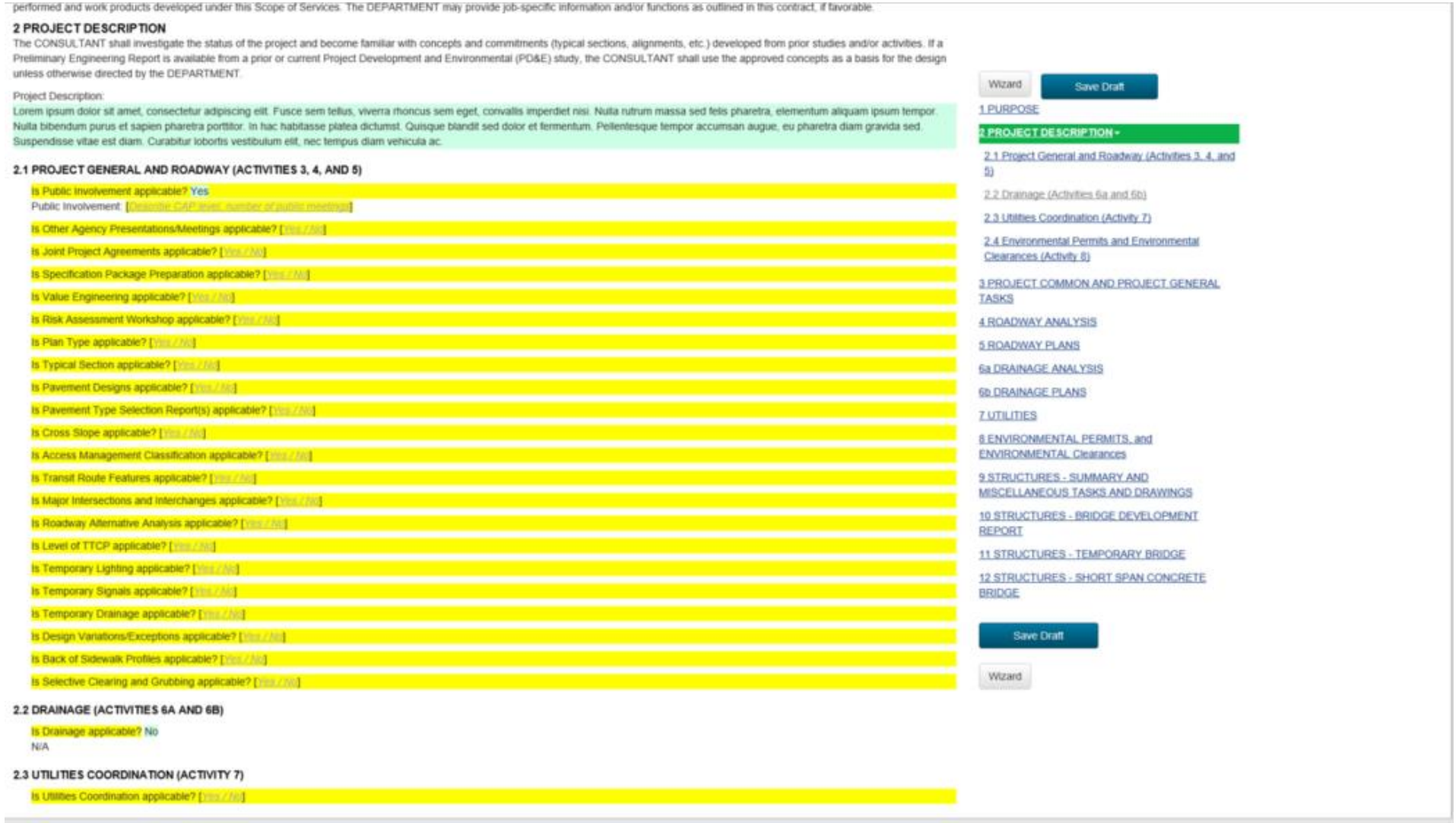
Is Public Involvement applicable? [Yes / No]

New Activity - Web Based Scope Development



FDOT TRANSPORTATION SYMPOSIUM

New Activity - Web Based Scope Development



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2.1 PROJECT GENERAL AND ROADWAY (ACTIVITIES 3, 4, AND 5)

Is Public Involvement applicable? Yes

Public Involvement: [Describe CAP level, number of public meetings]

Is Other Agency Presentations/Meetings applicable? [Yes / No]

Is Joint Project Agreements applicable? [Yes / No]

Is Specification Package Preparation applicable? [Yes / No]

Is Value Engineering applicable? [Yes / No]

Is Risk Assessment Workshop applicable? [Yes / No]

Is Plan Type applicable? [Yes / No]

Is Typical Section applicable? [Yes / No]

Is Pavement Designs applicable? [Yes / No]

Is Pavement Type Selection Report(s) applicable? [Yes / No]

Is Cross Slope applicable? [Yes / No]

Is Access Management Classification applicable? [Yes / No]

Is Transit Route Features applicable? [Yes / No]

Is Major Intersections and Interchanges applicable? [Yes / No]

Is Roadway Alternative Analysis applicable? [Yes / No]

Is Level of TTCP applicable? [Yes / No]

Is Temporary Lighting applicable? [Yes / No]

Is Temporary Signals applicable? [Yes / No]

Is Temporary Drainage applicable? [Yes / No]

Is Design Variations/Exceptions applicable? [Yes / No]

Is Back of Sidewalk Profiles applicable? [Yes / No]

Is Selective Clearing and Grubbing applicable? [Yes / No]

2.2 DRAINAGE (ACTIVITIES 6A AND 6B)

Is Drainage applicable? No

N/A

2.3 UTILITIES COORDINATION (ACTIVITY 7)

Is Utilities Coordination applicable? [Yes / No]

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1 PURPOSE

2 PROJECT DESCRIPTION

2.1 Project General and Roadway (Activities 3, 4, and 5)

2.2 Drainage (Activities 6a and 6b)

2.3 Utilities Coordination (Activity 7)

2.4 Environmental Permits and Environmental Clearances (Activity 8)

3 PROJECT COMMON AND PROJECT GENERAL TASKS

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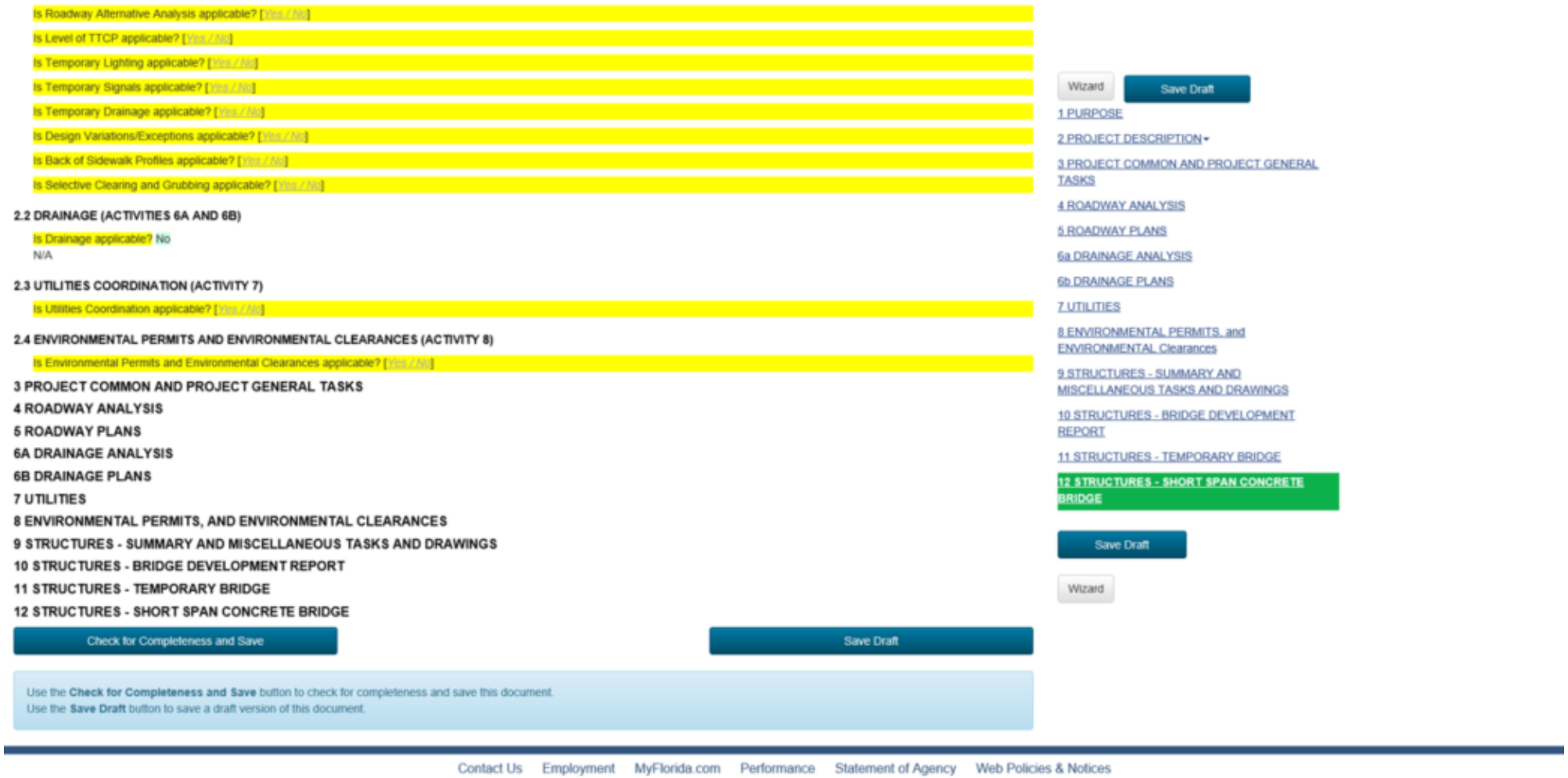

Purpose of a Scope of Services

- The purpose of the Scope is to provide a baseline understanding of the scope of the project to include the project's scope and deliverables, the work required to complete the deliverables, and ensure a common understanding of the project's scope among all stakeholders.

Scope of Services vs. Scope of Work

- Scope of Services
  - How to accomplish the Work
    - Design Elements

- Scope of Work
  - What is being constructed
    - Roads
    - Structures

Scope of Services vs. Scope of Work

- As stated in Activity 1 of the Scope of Services
  - The Scope of Services establishes which items of work in the FDOT Design Manual and other pertinent manuals are specifically prescribed to accomplish the work included in this contract, and also indicate which items of work will be the responsibility of the CONSULTANT and/or the DEPARTMENT.
  - The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT in connection with the design and preparation of a complete set of construction contract documents and incidental engineering services, as necessary, for improvements to the transportation facility described herein.

Steps taken to incorporate revisions

- What triggers a review
  - Annual Task Team Reviews
  - Discussions during regularly scheduled team meetings
  - Consultant discussions with FDOT staff
  - Contacting the Production Support Office
  - Policy Change
  - Criteria Change
  - New Technology

What happens next……

Steps taken to incorporate revisions

- The proposed revisions are passed along to the appropriate task team assigned to review the proposed task revisions.
- Once the task team has vetted the proposed language, a draft is sent to the other task teams and appropriate program areas to make sure there are no conflicts in the other scope activities/program areas.
- After all comments have been addressed, the final language is then incorporated into the Standard Scope.

Scope Management

- FDOT & Consultant Project Manager Roles and Responsibilities:

	FDOT PM Must	Consultant PM Must
SCOPE	Develop the Scope of Services. Coordinate input from support services and the project team.	Make Department aware of any issues that may affect the Scope of Services during development.
	Know and understand the Scope of Services.	Completely understand and fulfill the Scope of Services.
	Do not ask for work beyond the Scope of Services.	Not work beyond the Scope of Services.
	Be accountable to management for the success of the project.	Be accountable to both FDOT and firm management for the success of the project.
	Approve modifications to the Scope of Services and update the document.	- -
	Watch for Scope of Work Creep	Watch for Scope of Work Creep
	Watch for Scope of Services Creep	Watch for Scope of Services Creep

Scope Development Process

- Process
  - Develop Stage I Scope
  - Advertise Project
  - Receive Letters of Response
  - Long & Short List
  - Scope Meeting
  - Develop Stage II Scope
  - Receive Proposals
  - Rank Firms
  - Negotiate Staff Hours with #1 Firm
  - Develop Stage III Scope
  - Execute Contract
  - Notice to Proceed to consultant

Scope Development Process

- Stage I Scope
  - Develop & coordinate initial detailed scope used for project advertisement
  - FDOT PM prepare draft Risk Analysis
  - The more detail the better

- Stage II Scope
  - Updated (more detailed) Scope
  - Obtain discipline input
  - Provided to short listed firms

Scope Development Process

- Scope of Services Meeting For Shortlisted Firms
  - Provide Stage II scope
  - FDOT representative from each discipline provides clarification on the scope
  - Consultant asks questions
  - FDOT PM can amend Stage II Scope based on meeting and reissue Stage II Scope
- Following Scope of Services Meeting
  - Receive proposals
  - Rank firms
  - Notify Firms

Scope Development Process

- Prepare for Negotiations
  - FDOT and Selected Consultant Prepare Staff Hours
    - Based on Stage II Scope
    - Document assumptions in comments
  - Scope Clarification Meeting with Selected Firm
    - FDOT and Consultant staff from all disciplines discuss scope
    - Scope changes based on info learned during selection process
    - Consultant is responsible to document scope changes
  - Revise Staff Hours Based on Scope Clarification Meeting
    - FDOT and Consultant update staff hours
    - Update "Comments" as hours are updated
    - FDOT and Consultant exchange staff hours 2 to 3 days prior to start of negotiations

Scope Development Process

- Negotiate Staff Hours
  - PM Coordinates internal participation
  - Follow FDOT Negotiations Handbook (Mutual Gains)
    - http://www.fdot.gov/procurement/Negotiations.shtm
  - FDOT and Consultant sign-off
    - on staff hour sheets
    - on staff hour distribution for each discipline
  - Consultant is normally responsible for updating Scope

Scope Development Process

- Stage III Scope
  - Coordinate & finalize scope after negotiations
  - Final scope used in contract
  - Notice to Proceed to consultant

Best Practices

- Provide as much detail in Scope as possible
- Make sure changes to Scope and/or Staff Hours are coordinated
- Scope Clarification Meeting
  - Consultant should have all subconsultants attend the meeting
  - Consultant should take good notes
- Staff Hours
  - Make sure hours are accurate and defendable
  - Don't "Double-dip" hours
  - Use the Comments box and clearly state the basis for all hours
  - Provide formula for hour calculations

Best Practices

- Staff Hours (Cont.)

Four pavement designs (mainline, shoulders, resurfacing mainline, Meadow Pointe) (50 hours for initial, 8 hours for shoulder, 10 for resurfacing mainline and 12 for Meadow Pointe). 40 hours for Pavement Type Selection Report. Assume complete reconstruction of pavement.

Task No.	Task	Units	No of Units	Hours / Unit	Total Hours	Comments
4.1	Typical Section Package	LS	1	36	36	Typical section package approved 12/22/08 for 3 sections. Need three additional typical sections (EB slip ramp, WB lanes approaching Bypass, Meadow Pointe). 20 hours for 1st, 8 hrs for each other
4.2	Pavement Design Package	LS	1	120	120	Four pavement designs (mainline, shoulders, resurfacing mainline, Meadow Pointe) (50 hours for initial, 8 hours for shoulder, 10 for resurfacing mainline and 12 for Meadow Pointe). 40 hours for Pavement Type Selection Report. Assume complete reconstruction of pavement.
4.1			1	115	115	16 hours/mile. Driveway documentation is only required on driveways with work outside the ROW. Assume 10 driveways will require documentation booklet @ 4 hrs each.

=50+8+10+12+40

Scope Change

- Any change to the Project Scope
- Almost always requires an adjustment to the project cost or schedule
- Will require a Supplemental Agreement (SA)

Supplemental Agreement

- FDOT PM's Role
  - Coordination
  - Identify Necessary Changes (Scope of Services & Staff Hours)
  - Complete SA in Timely Manner
  - Adjust Project Schedule Accordingly
- Consultant PM's Role
  - Coordination
  - Identify Necessary Changes (Scope of Services & Staff Hours)
  - Communication

Scope Creep

- Common Culprits
  - Scope Not Well Defined
  - Local Agencies
  - Project Unknowns
  - Late Phase Review Comments

- Ways to Avoid
  - Better Scope Development
  - Engage Locals Early
  - Risk Management
  - Provide Review Comments Early

Florida DOT Staff Hour Contacts

- Bobby Bull, P.E.
  Project Manager
  (850)414-4373
  Bobby.bull@dot.state.fl.us

- Paul Hiers, P.E.
  Manager, Production Support Office
  (850)414-4324
  Paul.Hiers@dot.state.fl.us

- Robert Quigley, P.E.
  State Project Management Engineer
  (850)414-4356
  Robert.Quigley@dot.state.fl.us

- Mariano Amicarelli, P.E.
  Project Manager
  (850)414-4346
  Mariano.Amicarelli@dot.state.fl.us

FDOT TRANSPORTATION SYMPOSIUM

Thank You!

Questions???

FDOT TRANSPORTATION SYMPOSIUM